



Corley Centre

The vast majority of students attending Corley Centre have a diagnosis of Autism. This must be taken into account when reviewing and implementing all policy procedures.

Visitors, supply and multi- agency workers

Volunteers / Sports Worker / Multi-agency staff

- Any volunteers are CRB checked prior to starting work within the school, and attend an informal interview by a member of the Senior Leadership Team. We tend to only take on volunteers who are recommended by staff at Corley or other agencies i.e. Universities, NHS etc. It would be unusual for volunteers to be left on their own with students.
- Any person who comes to Corley Centre, either to work individually, or with a group of students i.e. Coventry City Football Club, must provide CRB details and photo ID. All details are entered onto the Single Central Record (SCR).
- Speech and Language and other professionals also provide CRB details and are added to the SCR.
- Work involving contractors is timetabled for school holidays. For emergency repairs contractors are requested to come in before or after the school day. Corley Centre uses a premises management consultancy firm whose employees are CRB checked.

Visitors

Visitors at Corley Centre are always accompanied by a member of our staff and are never left with the students on their own. (Refer risk assessment.) All visitors must sign in at reception and will not be let onto site without due cause.

Supply Staff Agencies

All supply agencies used by Corley Centre have rigorous checking systems; please refer to the enclosed details and have been awarded the Quality Mark by the DFE and REC (Recruitment Employment Confederation).

We adopt a Safer Recruitment Policy in line with the Department for Education's 'Safeguarding Children and Safer Recruitment in Education' to satisfy the Ofsted principle of 'minimising risk to children, young people and adults by evaluating the effectiveness of schools' procedures for safeguarding' - Ofsted Framework for School Inspection 2012. This ensures that our recruitment and selection procedures fulfil responsibilities to safeguard and promote the welfare of children and young people. – Just Teachers Website.

We use Just Teachers, Hays and Monach for our supply and have a 'First Call' arrangement with Just Teachers. Financially the cost of supply is similar with all agencies, although you can get special deals with those who are trying to win your school. At Corley we believe that although we cannot ignore the financial implications, our students are best supported by having supply staff that are known to them. With Just Teachers we have a pool of teachers and Teaching Assistants who have worked regularly at Corley and understand our student's needs.

Supply staff in School

- Are made aware of students' autism, SEND and associated difficulties.
 - Supply staff are booked by telephone with agency
 - Once booked a confirmation is sent from the agency which confirms the person details, photo id and security checks
 - Details are added to the SCR
 - All supply staff sign in at arrival and are requested to produce photo ID at this point
 - All supply staff have to wear lanyards identifying them as supply
 - All supply staff are met by our Assistant Headteacher who provides them with the days' timetable and our supply pack
 - Supply staff are indicated on the days' timetable, so that students are aware
 - Timesheets are received the agencies confirming who and what hours have been worked. These are checked, signed and sent back to the agency. Some agencies have an online system for this procedure.
 - In the case of long term supply, candidates will be interviewed or taken on a trial basis to ensure that they meet our needs
 - If long term supply is required a purchase order is raised on the SIMS system to commit the money.
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