

Thank you again for your time, we look forward to working with you!

As discussed, please see below some information relating to your file and working with us.

SAFEGUARDING

If you do not have recent safeguarding training, we will require you to take part in a safeguarding course.

This is not only to assist you in practice and safeguard children, but also safeguard yourself by making sure you understand policy and procedures.

We recommend the following courses which can be completed online, within your own timeframe.

Once you have completed your chosen course, please forward a copy of your completion certificate for file.

NSPCC CHILD PROTECTION IN SCHOOLS TRAINING

www.learning.nspcc.org.uk/training/child-protection-schools

NSPCC INTRODUCTION TO SAFEGUARDING AND CHILD PROTECTION TRAINING

www.learning.nspcc.org.uk/training/introduction-safeguarding-child-protection

EDUCARE CHILD PROTECTION COURSE

www.educare.co.uk/courses/child-protection

EDUCARE CHILD PROTECTION IN EDUCATION

www.educare.co.uk/courses/child-protection-education

EDUCARE CHILD PROTECTION REFRESHER 2021

www.educare.co.uk/courses/child-protection-refresher

HOME OFFICE PREVENT TRAINING

www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html

KEEPING CHILDREN SAFE IN EDUCATION 2021 (KCSIE 2021)

We also recommend that you take time to look over the Department for Education (DfE) document, Keeping Children Safe in Education (KCSIE), paying particular attention to Part One, pages 7 to 23.

www.gov.uk/government/publications/keeping-children-safe-in-education--2

Please see below a few pointers, that we went through at registration. Please refer to the category, in which you work.

TEACHER

- Please arrive at school for 8:15am unless told otherwise
- Remember to sign in and out of the sign in system or book
- Please remember to take your DBS and photo ID to every booking
- Please have emergency plans in your bag, in case work has not been left for you
- Please ensure that you mark the student's books before leaving (Primary)

TEACHING ASSISTANTS

- Please arrive at school for 8:30am unless told otherwise
- Remember to sign in and out of the sign in system or book
- Please remember to take your DBS and photo ID to every booking

NURSERY STAFF

- A nursery day runs between 8am-6pm, the hours of your shift will be specified upon accepting each booking and on the booking confirmation
- Please arrive 10 mins early for your shift
- Remember to sign in and out of the sign in record. If you do not, your hours could be confirmed incorrectly
- Please take your DBS and photo ID to every booking or you may be turned away
- Please wear your Link Education Polo
- If you have not received one yet, please wear all black. Your polo will be sent to you in the post after your first booking and the cost of £15 will be deducted from your first pay.
- Remember to take along a pair of soft shoes or slippers in case you are in the baby room
- Ensure minimal Jewellery and make-up and hair is tied back

ALL STAFF

- **Induction** - On arrival at a school or nursery for the first time, induction should be provided. If you feel this has not been provided, please ask a member of staff.
- **Whistleblowing** – it is extremely important that you report anything that you feel could be a safeguarding or practice concern. Please report inline with the policy of the school or nursery and also report to us as soon as possible.

PAYROLL INFORMATION

- All timesheets are signed electronically, you do not need to get anything signed
- You are paid fortnightly and pay dates are on our website
- Deductions from your pay are PAYE Tax and National Insurance.
- You will be placed on the company's pension scheme if you meet the criteria – details are on our website
- Holiday pay - This is included in the daily/hourly rate of your pay at a rate of 12.07%. When you are paid this amount is held back and accrued to be paid at set times of the year. The accrued amount is shown at the bottom of your payslip.
- Further information on Holiday Pay can be found on our website and in your terms of engagement.
- Please send any payroll related queries via email directly to payroll@link-education.co.uk

GENERAL INFORMATION

- If you are unwell, running late or cannot attend the booking, please call the office by 7am on 01689 878565. We cannot accept text or email as a way of advising if you are running late or cannot attend.
- If you call before 7am, please leave a voicemail.
- Please update us on your availability to work via email to bookings@link-education.co.uk when you are able to ensure your diary is up to date. A weekly text will also be sent so please reply to this if you have not already advised.

All of the above, along with additional information on working with Link Education can be found on our website.

www.link-education.co.uk/services-to-candidates/

However, if you are unsure, please do not hesitate to ask, we will be more than happy to help.