



HR012	Relief Staff Policy
Purpose	To specify the prerequisites and procedures for relief staff.
Authority	Board Working With Children (Criminal Record Checking) Act 2004 Teacher Registration Act 2012
National Principles for Child Safe Organisations	Principles 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Policy	All Relief teachers and Relief Education Assistants (EA's) will be appointed by the Board to the relief staff pool.
Delegation	Board
Related Policies	Staff Induction (HR001). Staff Recruitment (HR002). Resignations & Terminations (HR006). Screening of Staff and Volunteers (CP005) Staff Performance and Development (Prof002) Registration with TRBWA (PROF004)
Date approved	Aug 2012; Aug 2014, Nov 2019; Jul 2023
Next Review Due	July 2027
Review Authority	Governance
Keywords	Relief Staff, recruitment
Authorised by: Chairman	
Date	
Author/Reviewer	C Brearley – Jun 2023



VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
4	Jul 2023	Add version management table, NPCSO, minor changes.	C Brearley



HR012

Relief Staff Procedure

The school's commitment to provide for the safety, wellbeing and welfare of students extends to the conduct and duties carried out by relief staff. Relief staff share in the privilege of instructing and guiding the youth of the Church according to God's word. As such, relief staff will be committed members of the Free Reformed Churches.

New Relief Staff:

New relief staff who are interested in a relief position will be screened according to the following procedure:

1. Fill in an application pack together with relevant references (e.g., external references or from a pastor or ward elder).
2. Screening/interview by Principal and Bursar
3. Recommendation sent to the Board.
4. After Board approval, the relief worker will receive confirmation of the appointment to the relief pool. Bursar updates relief pool list.

Administration Responsibilities:

- Administration will make every endeavour to ensure that only appropriate and properly qualified non-teaching staff are employed.
- Administration will ensure that all relief staff obtain or hold a current Working with Children Check Card. If the WWCC has lapsed, the relief member will be advised that their name has been taken off the relief list until they have shown proof that their WWCC has been renewed.
- All teaching staff must hold a current registration with the TRBWA.
- Teachers who leave the JCSA may immediately be placed in the relief pool without the need for an interview, subject to Principal approval.
- All relief staff are to read the Staff Code of Conduct and sign it before completing any work. This Code of Conduct is to be read and signed each year.
- Administration will be responsible for the allocation of relief.
- Administration team will review, maintain, and update relief teacher list on a regular basis.

Teacher / Education Assistant Responsibilities:

- Staff who are unable to attend work for their rostered hours due to sickness or injury should try to notify administration of absence as soon as possible and before 7:00am.
- Staff are to leave a relief lesson plan with clear instructions and necessary materials on their classroom desk and/or emailed through to the relief teacher (and cc Administration team in email). Where possible, the following could also be provided: a class list, classroom behaviour management protocols, student medical information, timetable, and duty timetable. Teachers should include specific instructions regarding special circumstances, i.e., duty, support staff involvement etc.

Relief Staff Responsibilities:

- Relief staff are to carry out the specified duties of the absent staff member plus additional duties during D.O.T.T. as specified by activity.
- Relief staff have a duty to ensure relevant registrations such as WWCC or TRBWA are kept current.