



SUPPORTING EDUCATION FOR THE NEXT GENERATION



Temporary Staff Employee Handbook



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1. Introduction

Welcome to U-educate Ltd. As a valued member of our temporary staff team, you play a vital role in supporting schools and ensuring high standards of education and care. This handbook outlines our expectations, safeguarding responsibilities, and key information to help you succeed in your role.

For any queries, please contact us at:
info@u-educate.co.uk



2. Safeguarding

Safeguarding is at the heart of everything we do. As temporary staff, you are expected to:

Prioritise child safety: Always act in the best interests of pupils.

Follow school policies: Adhere to the safeguarding and child protection procedures of the school you are placed in.

Report concerns immediately: If you suspect abuse or neglect, report it to the school's Designated Safeguarding Lead (DSL) without delay.

Maintain professional boundaries: Avoid inappropriate relationships or communication with pupils.

Confidentiality: Do not share sensitive information about pupils outside of professional contexts.

Failure to follow safeguarding procedures may result in removal from assignments and further action.



3. Expectations of Conduct

As representatives of U-educate Ltd, we expect all temporary staff to maintain the highest standards of professional behaviour:

Respect: Treat pupils, colleagues, and school staff with courtesy and professionalism.

Integrity: Be honest and transparent in your work.

Professional appearance: Dress appropriately for the school environment.

Compliance: Follow school rules, policies, and instructions at all times.

Confidentiality: Respect the privacy of pupils and staff.



4. Punctuality and Attendance

Reliability is essential in education settings.

Arrive on time: Ensure you are present and ready to work at the agreed start time.

Notify absences promptly: If you are unable to attend, inform both U-educate Ltd and the school as early as possible.

Consistency: Maintain regular attendance to support continuity for pupils.

5. Communication

Clear communication ensures smooth working relationships.

With U-educate Ltd: Keep us informed of any issues, changes, or concerns.

With schools: Communicate respectfully and professionally with school staff.

Queries: For any questions or support, contact U-educate Ltd at info@u-educate.co.uk.



6. Support and Development

We are committed to supporting your professional growth.

Training: Opportunities for safeguarding and compliance training will be provided – After a 3 month qualifying period you will receive a link to The National College – who we use for our staff CPD.

Feedback: Constructive feedback will be shared to help you improve.

Support: Our team is available to assist with any challenges you face in your role.

The
National
College®



7. Review and Updates

This handbook will be reviewed annually to ensure it reflects current legislation, safeguarding requirements, and best practice.

8. Acknowledgement

By working with U-educate Ltd, you agree to uphold the standards and responsibilities outlined in this handbook.

