

Earlscliffe (Sussex Summer Schools Ltd)

SUPPLY TEACHER AGENCY FRAMEWORK AGREEMENT

We may wish to employ an Agency Framework Agreement with one or more teaching supply agencies.

What is an Agency Framework Agreement?

A list of approved suppliers under a specialist skill set, that have adhered to a school's requirements.

The framework agreement will be in place for an agreed period, ie 2, 3, or 4 years from an agreed date and has pre-agreed rates, and all agencies have agreed to adhere to the requirements set out by Earlscliffe. It will be requested in the contracts that the agencies have a clear obligation to cover our compliance requirements, for example **DBS checking**, and reference procedures. It will also ensure:

- Sufficient insurance cover
- Strict compliance procedures
- Checking and monitoring of a teacher's "right to work in the UK" documents
- Transparent breakdown of charges to the school

The applicant registration process of all agencies will be checked, to ensure it adheres to and meets with Safer Recruitment guidance.

The school should be aware of and adhere to the following guidelines:

- Agency workers remain the responsibility of the agency
- The agreement is between the school and the agency and can be terminated according to the terms agreed between the two parties.
- If an agency worker cannot come to work, e.g. they are sick, the agency will usually find a replacement.
- If an agency worker proves unsatisfactory, the agency will usually find a replacement
- The School has no responsibility for holiday pay, sick pay etc

The School is **not** the employer. The agency is the employer and it is their responsibility to advise their worker if the assignment needs to be terminated.

Likely agencies	Website	Telephone
Servoca Education	www.ServocaEducation.com	023 9212 3500
Step Teachers	www.stepteachers.co.uk	0800 026 3334
Reed Education	www.reed.co.uk	023 8082 8605
Hays	www.hays.com	023 9230 9997