

THE CLASSROOM CONSULTANTS

LONDON

GUIDELINES FOR SUPPLY

Professional Conduct

- Always act professionally and uphold the reputation of The Classroom Consultants and its client schools (or any other educational settings)
- Arrive on time and aim to be at school 10 minutes early. Notify us immediately if delayed
- Sign in on arrival and sign out at the end of the day
- Inform us promptly of sickness or absence. Same-day absences must be reported by phone call (not texts or emails) by 7am (020 3794 06210)
- Maintain professional boundaries and report any concerns to The Classroom Consultants
- Follow all statutory guidance (including *Keeping Children Safe in Education 2025*) and company policies
- Maintain good communication – keep availability and contact details up to date, return any missed calls from us, and provide feedback on placements

Bookings, Travel, and Dress Code

- Read the booking confirmations carefully for dates, times, location, dress code, and travel details
- Check travel routes and delays independently before leaving home
- Dress professionally (no jeans or trainers unless specified). Follow school-specific dress codes
- Carry original DBS certificate, photo ID, and any required overseas police check(s) with you
- Familiarise yourself with the school policies

Timesheets and Pay

- Follow instructions on electronic or paper timesheets
- Ensure paper timesheets are signed; unsigned timesheets may delay payment
- Submit timesheets by Monday 9am for the previous week
- Payslips are issued Thursday; payment is made Friday

Classroom Responsibilities

- Mobile phones must be switched off
- Follow lesson plans where provided; bring generic plans as backup
- Mark work as required and leave clear handover notes for the class teacher.
- Keep classrooms tidy and return all school property
- Never leave students unsupervised

Physical Contact and Safeguarding

- No physical contact unless there is risk of harm, personal care is part of your role, or you are appropriately trained
- Any contact must be appropriate, necessary, and in line with school policy
- Avoid working alone with a child; if unavoidable, keep doors open and do not block exits
- Any incidents/concerns at school should be reported to a senior member of staff at school and to The Classroom Consultants immediately

A detailed copy of our 'Code of Conduct' will have been provided to you at registration. You can request a copy at any time by emailing your request to info@theclassroomconsultants.co.uk.

