

Absence Policy and the Use of Deputies

Everyone understands that on occasions tutors are unable to fulfil their commitments for good reasons. **If a tutor is going to be absent from a class, it is their responsibility to provide a deputy to take that lesson/class.** This guidance note sets out our policy on deputies etc.

Our guidance is set out in two sections, for those teaching Individual Tuition and those teaching on the Group programme. Please read your relevant section(s):

Individual Tuition

Should you require a deputy tutor to cover your individual tuition teaching, we prefer that a Conservatoire tutor is used where possible, this is because:

- we know they have a valid Enhanced DBS and we can transfer the online register to them to complete student attendance
- we will already have a record of their ID and Right To Work information
- **they can claim this teaching on their own timesheet rather than being paid directly by you** (you would, of course, **not** claim for this depped-out teaching on your timesheet)

We can share a list of Conservatoire tutor names with you to contact should you need cover for your lessons.

If you are using a deputy tutor who **does not** teach at the Conservatoire, please ensure that they are suitably qualified and experienced and they must provide the following to us in good time prior to their deputy teaching:

- Name, contact details (address, email and phone number)
- A valid passport as photo ID
- an Enhanced DBS valid within the last 3 years (the Enhanced DBS and Photo ID must be scanned in advance to tuition@conservatoire.org.uk, info@conservatoire.org.uk, katherine.stevens@conservatoire.org.uk, naomi.hetherington@conservatoire.org.uk, mairiad.sheerin@conservatoire.org.uk). Please note that a Basic DBS is not sufficient.
- proof of Right to work – a **passport** and where relevant their **Share Code**
- **Hard Copies of your Enhanced DBS and passport must be presented in person prior to teaching**

Without this information being held by us, we can't agree to the use of a deputy. Please ensure your deputy has read our Safeguarding Policy which can be found in the Policies section of the Conservatoire website.

The tutor remains responsible for their deputy at all times. This means that they need to ensure that the deputy is briefed appropriately on the lessons and classes they are taking, and on the Conservatoire's policies and processes. We can help by providing a pack of relevant policies. **If your deputy tutor is an external tutor, you are responsible for paying the deputy directly.**

Any concerns about the quality or performance of a deputy will be for the Artistic Director to assess and resolve with the tutor.

When an **individual tuition** deputy is being used, or where a tutor is unable to find a deputy, tutors should - in good time - inform the following people listed below. As all staff are part-time, this is the best way to be confident that your message is picked up:

Tuition Team tuition@conservatoire.org.uk

Front of House Team info@conservatoire.org.uk

Katherine (Programme Manager) katherine.stevens@conservatoire.org.uk

Naomi (Programme Assistant) naomi.hetherington@conservatoire.org.uk

Mairéad (Artistic Director) mairiad.sheerin@conservatoire.org.uk

Group Tuition

Should you require a deputy tutor to cover your group tuition teaching, we prefer that a Conservatoire tutor is used where possible, this is because:

- we know they have a valid Enhanced DBS and we can transfer the online register to them to complete student attendance.
- we will already have a record of their ID and Right To Work information

We can share a list of Conservatoire tutor names with you to contact should you need cover for your sessions.

If you are using a deputy tutor who **does not** teach at the Conservatoire, please ensure that they are suitably qualified and experienced and they must provide the following to us in good time prior to their deputy teaching:

- Name, contact details (address, email and phone number)
- A valid passport as photo ID
- an Enhanced DBS valid within the last 3 years (the Enhanced DBS and Photo ID must be scanned in advance to tuition@conservatoire.org.uk, info@conservatoire.org.uk, katherine.stevens@conservatoire.org.uk, naomi.hetherington@conservatoire.org.uk, mairéad.sheerin@conservatoire.org.uk). Please note that a Basic DBS is not sufficient.
- proof of Right to work – a **passport** and where relevant their **Share Code**
- **Hard Copies of your Enhanced DBS and passport must be presented in person prior to teaching**

Without this information being held by us, we can't agree to the use of a deputy. Please ensure your deputy has read our Safeguarding Policy which can be found in the Policies section of the Conservatoire website.

The tutor remains responsible for their deputy at all times. This means that they need to ensure that the deputy is briefed appropriately on the classes and lessons they are taking, and on the Conservatoire's policies and processes. We can help by providing a pack of relevant policies. **You are always responsible for paying your deputy directly.**

Any concerns about the quality or performance of a deputy will be for the Artistic Director to assess and resolve with the tutor.

When a **group tuition** deputy is being used, or where a tutor is unable to find a deputy, tutors should – in good time – inform the following people listed below. As all staff are part-time, this is the best way to be confident that your message is picked up:

Any relevant Programme Lead -

Hilary (Early Years Music Lead) - eym@conservatoire.org.uk

Phil (Roundabout! Lead) - roundabout@conservatoire.org.uk

Elizabeth (Play! Lead) - play@conservatoire.org.uk

Katherine (Programme Manager) katherine.stevens@conservatoire.org.uk

Naomi (Programme Assistant) naomi.hetherington@conservatoire.org.uk

Front of House Team info@conservatoire.org.uk

Mairéad (Artistic Director) mairéad.sheerin@conservatoire.org.uk

In an emergency, if you are incapacitated in a way that means you are unable to contact possible deputies, we will try to do so on your behalf. We will inform all students of any change, working on the basis of the student information on our central system.

If you are unable to find a deputy, the Conservatoire will credit the student for this lesson/class. This is extremely costly and we really wish to avoid this, so please ensure you discuss any problems with the team as soon as they arise.

If you know there is a chance you will be indisposed for several teaching days, please liaise with the Programme Manager (for group tuition) or the Individual Tuition Team (for individual tuition) – ideally we would like to use just one deputy to avoid too much disturbance to our students, particularly children. The more notice we have, the easier this is to organise.

Confirmation

Please confirm you have read and understood this policy on the [Online Tutor Policies and Information Form](#).

The Blackheath Conservatoire, July 2024