

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 class.** This guidance note sets out our policy on deputies etc.

We suggest that tutors should aim to have **two or more deputies** who they can ask to deputise for them. We can supply contact details from our tutor group if you wish us to. Safeguarding our students is an absolute essential so please could your deputy provide to us in good time:

- **Name, contact details (address, email and phone) and a piece of photo ID, to be scanned and filed in the deputy's file.**
- **Copy of the deputy's valid Enhanced DBS which must be no more than 3 years old. A Basic DBS is not sufficient – we cannot allow depts to teach with a Basic DBS.**

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. **The tutor is responsible for contracting and paying their deputy directly.** Deputy end of year reports, where they are relevant, remain the responsibility of the tutor to approve before being submitted to the Conservatoire, in order to maintain standards.

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

When a 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. This is to ensure the information is received – almost all staff and Course Leaders are part-time, so this is the best way to be confident that your message is picked up:

a. **For Group Courses:**

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

Esther (Duty Operations Manager) Esther.Langford@conservatoire.org.uk

Ruth (Duty Operations Manager) ruth.buxton@conservatoire.org.uk

b. **For Individual Tuition lessons:**

Tuition Team tuition@conservatoire.org.uk

Front of House Team info@conservatoire.org.uk

Katherine (Programming) katherine.stevens@conservatoire.org.uk

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

Esther (Duty Operations Manager) Esther.Langford@conservatoire.org.uk

Ruth (Duty Operations Manager) ruth.buxton@conservatoire.org.uk

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. Front of House will always inform all students of any change,

working on the basis of the student information on our central system. The tutor may also inform students personally if they wish.

If you are unable to teach, it is your responsibility to find a deputy tutor to teach your individual tuition & group lessons. If you are unable to source your own deputy tutor, please let the Tuition and Programming Team know, who will do their best to provide you with a list of Conservatoire tutors & their contact details. If you are unable to find a deputy, the Conservatoire will credit the student for this lesson. For group lessons, where a tutor is unable to find a deputy to teach their class, the Conservatoire will credit all students in the 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.

The Blackheath Conservatoire, July 2023