



Teacher Relief Policy

Aims

- A. To create a safe and secure environment for students, staff and families.
- B. To Facilitate Professional Learning activities for staff
- C. Minimise disruptions to staff, students and families due to absences
- D. To meet requirements of Long Service Leave, Sick leave, Bereavement Leave etc.

Scope and Application

This policy is available on the school website and applies to:

- A. Employees

Responsibilities

A. Board

- 1. Writing and updating this policy in consultation with relevant parties

B. Principal

- 1. The Principal is responsible for arranging relief teaching
- 2. The Principal is responsible for maintaining a file of possible relief teachers
- 3. Ensuring currency of all Working with Children Checks, Police Clearances, Teacher's Registration
- 4. Performance Appraisals of Relief Staff
- 5. Communicating staff absences to families in advance where possible
- 6. Review

C. Administration Staff

- 1. Maintain personnel records including relief staff records

D. Deputy

- 1. Induct new relief staff

E. Staff

- 1. Complete leave request forms in advance, where possible

2. Request all instances of Leave Without Pay two weeks in advance
3. Develop relief plans and communicate to Principal/Deputy as soon as is practical, including covering duty
4. Supply Sick Certificate to Principal if absence is due to illness and exceeds one day's absence.

Related Legislation

- A. Working with Children (Criminal Record Checking) Act 2004
- B. Teacher Registration Act 2012
- C. School Education Act 1999
- D. School Education Regulations 2000
- E. Equal Opportunity Act 1984

Related Kerry Street Documentation

- A. Procedures and Forms including:
 1. Teacher Relief Procedure
 2. Leave Request Form
- B. Policies including:
 1. Duty of Care Policy
 2. Supervision Policy
 3. Child Protection Policy
 4. School and Class Size Policy
 5. Staff Hiring Policy
 6. Employment and Dismissal of Staff
 7. Performance Appraisal Policy
 8. Staff Induction policy
 9. Staff Code of Conduct
- C. Values and Philosophy

Contact Person

Enquires relating to this policy should be directed to the Principal.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Review and Authorisation

- A. This policy was authorised by the Kerry Street Council on 14/3/05
- B. Reviewed on 13/1/06 by meeting of staff and council
- C. Reviewed September 2012
- D. Reviewed 30-06-2016
- E. To be reviewed by October 2018

Revision History

Date	Revision	Detail
April 2019	V.1	Minor editing of procedure and formatting. Procedure separated from policy.