

Welcome Pack Information



TIMESHEETS

- Timesheets are to be submitted every Friday (**before 4pm**)
- Please email your timesheets to: timesheets@worldwideeducation.co.uk
- Submit your hours on **Timesheet Portal** (*login details provided via email at the time of your first assignment*)

Note: Hours are paid subject to timesheets being sent in. Unfortunately, we are unable to process your pay without a clear, signed timesheet

AVAILABILITY

- Please update WWE with your availability every Friday for the following week.

Ways to keep us updated:

A text message: **07557952692**

Email: availability@worldwideeducation.co.uk

A call: **01753 306177**

DOCUMENTS TO CARRY AT ALL TIMES

When undertaking supply work, please ensure you carry the following documents with you at **ALL** times to **EVERY** setting:

- DBS
- ID (ID badge, Driving Licence or Passport)
- Timesheet

PAY

- **PAYE** is paid on the **12th** of every month
- **Umbrella** is paid on the **Friday** of every week. (*For more information contact us*)

UNIFORM/DRESS CODE

Nursery and Care Settings:

- Worldwide Education polo shirt
- Black trousers
- Flat shoes/pumps (No heels)
- No long nails/fake nails
- No jewelry including Earrings unless they are studs'/wedding rings

Primary Settings:

- Shirt
- Black trousers
- Flat shoes/pumps (no heels)

Secondary Settings:

- Smartly dressed at **ALL** times unless teaching a PE lesson in which sports kit is required

SUPPLY WORK

In order for WWE to ensure we put you out for as much work as you would like, it is essential to do the following things:

- Please ensure your mobile phone is switched on and on loud at all times
- You are dressed and ready by **7.30am**
- Please leave your house once you receive a booking ASAP and if you are stuck in traffic, ensure you notify a member of WWE team and keep in contact so the settings are aware of your **ETA**
- Please arrive **15 minutes** before start time to all pre-bookings
- All staff **MUST** call before **6am** to notify us if they will not attend their booking for any reason

Note: There are NO negotiations on the times you are booked in as this is dictated to WWE by the Nursery/School

PRIVACY NOTICE - <http://worldwideeducation.co.uk/privacy-notice/>

Should you wish to request the paper copy, please speak to your consultant

KEEP IN TOUCH

Subscribe to our Newsletter <http://worldwideeducation.co.uk/about-us-2/subscribe-to-our-newsletter/>

CODE OF CONDUCT FOR AGENCY WORKERS

1. BEFORE YOU ARRIVE:

- Dress appropriately & professionally. Ensure you follow the dress code listed above, according to the type of work. Only clear nail polish should be worn, minimum makeup and no unnecessary facial jewellery. Trainers are only ever acceptable if attending outdoors activities or teaching a PE lesson.
- Plan your journey and be punctual. Inform Worldwide Education and Care of any delays as soon as possible **via phone call. Text messages or emails are not accepted.** Please ensure if you are driving that you only use a Hands-free Set.
- If you are unable for any reason to attend work, you must inform Worldwide Education and Care **by 6 am** on the date of the commencement of the Assignment or shift. Please **call the office** number on 01753 306177 to advise us of the reason why you're unable to attend your shift. **Text messages or emails are not accepted.** Please ensure if you are driving that you only use a Hands-free Set.
- Ensure that you carry your **original DBS** and Worldwide Education and Care **ID badge** at all times.

2. UPON ARRIVAL:

- Introduce yourself to the Supply Co-coordinator/ Contact indicated on the Booking Confirmation
- Ensure you sign in and out of the setting's visitors' book. This is a Health & Safety requirement.
- Familiarise yourself with the Client's policies and procedures. These will be displayed in the main entrance or staff room. If in any doubt ask a member of staff who will happily assist.
- Ensure you make yourself familiar with the Health and Safety requirements of the setting, including the location of fire escapes, procedures to be followed in the event of a fire, and the names of first aiders and fire marshalls.
- Ensure you make yourself familiar with the setting's safeguarding policies and procedures. If in any doubt please ask the Safeguarding Officer on site.

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3. DURING THE DAY:

- Never leave a child/vulnerable person unattended. Keep regular checks with staff members and registers on the amount of children/vulnerable people in your care.
- Should a child/vulnerable person injure themselves in your care, always alert a member of staff, however minor the injury may appear. If in any doubt, inform Worldwide Education and Care.
- Be aware of children/vulnerable people with specific dietary requirements. Assist in the preparation and serving of food as asked, but never give out food without checking the details with qualified staff.
- Carry out any reasonable requests made your supervising member of staff.
- Follow instructions and guidance given by your supervisor/manager. If you are unsure of your responsibilities, ASK!
- Respect resources and do not use telephones, copiers etc for personal use. Switch mobile phones to “silent” or off during your day and store it away. Some settings may require you to hand over your mobile phone for the day in accordance with their policy.
- If you are in a Nursery setting or School, never leave without ensuring children have been collected by an appropriate adult –if in doubt always check with the regular staff.
- It is your responsibility to safeguard personal property. Never leave valuable items unattended. If in any doubt ask to leave your bags in the office or put them in your car if you have one.
- Leave the setting tidy and report to the contact indicated on your booking confirmation at the end day. Be positive and enthusiastic. Please refer any concerns to your Worldwide Education and Care consultant and not the Nursery, School or Care Home.
- For Education and Childcare roles, keep up-to-date on Early Years Foundation Stage and Ofsted issues using supplied websites.

Please note that you are employed by and represent **Worldwide Education and Care**. You are therefore asked to behave in a professional and confidential manner at all times. Should you encounter any issues whilst on a client’s site, you are asked to raise these with **Worldwide Education and Care**, and on no account discuss them with the client, members of the client’s team or, other persons who may be at the same site.