

ARRANGEMENTS FOR TEACHING COVER

Extract from BHASVIC's Heads of Department Handbook regarding cover arrangements for absent teachers

- **Unplanned absence** If it is possible, the Head of Department / Second in Department / Head of Faculty should arrange for the class to be taught by another member of the Department or Faculty. This is particularly important for Level 1 and 2 courses. The absent member of staff should make every effort to communicate what work the students should cover in their absence. Preferably this should be communicated via email. A member of staff should be present at the beginning of a session to take a register and set work. If it is not possible to take a register, a signing in sheet can be used but this can only be used to give the student a concession mark in the register. Where it is possible, students should remain in the classroom and complete the work; for health and safety reasons, it is accepted that students should not be left unsupervised in a laboratory. Large groups of students should not be sent to the OLC to complete work. A nominated student or member of staff, if they are available, should collect the work at the end of the session and return it to the absent member of staff's desk. Alternatively, students can complete and send their work electronically. Students should not be asked to send work into reception, unless a special arrangement has been made. Students should be reminded regularly by teachers and tutors that in the event of a teacher not turning up in the first 10 minutes of the lesson, a nominated student should contact Reception who will contact a member of staff to ascertain if work has been set. Students should wait in the classroom until a register is taken and they are informed that they can leave.
- **Absence of a member of teaching staff due to ill health / compassionate leave lasting more than 3 days** If a member of teaching staff is expected to be absent from College for more than 3 days then paid cover can be arranged by the Head of Department in conjunction with the relevant Head of Faculty.
- **Planned absence of a member of teaching staff for INSET / College related trip / TOIL** Where possible, the member of staff planning an absence should arrange for his / her classes to be taught by another member of the Department or Faculty. This is particularly important when paid cover can be provided, for example when a member of teaching staff is carrying out duties as an external examiner. Cover applies to tutorial work and subject extensions as well as subject lessons. Where this is not possible for all or part of the absence, the procedure for unplanned absence should be followed.