

## Supply and Casual/Relief Contracts

The revised DCSF guidance notes (v6 – June 2009) states:

a) *Regular and occasional service*

- *Regular service is any period of continuous service that lasts one calendar month or more.*
- *Occasional service is defined as any service for any period less than one calendar month*
- *Individual level data are only required for teachers and support staff in regular service. For occasional teachers a simple count of numbers in school on census day, split by categories of Qualified/Unqualified/Not Known, is required in the Spring Census. For support staff (eg contract cleaners or caterers) employed by a third party, but not the LA, a simple count of staff in school on the Spring Census day, split by their job role, is required.*
- *Please note that regular and occasional service are not the same as full- and part-time service. Agency or service agreement teachers who are in post for one month or more are not counted as occasional teachers and the data items ticked for agency/service agreement teachers in the table in Section 1.9 of the guidance ([http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel\\_TD/Schools\\_Workforce\\_Census/Adapted\\_SWC\\_Guidance\\_version\\_6.0.pdf](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/Adapted_SWC_Guidance_version_6.0.pdf)) should be provided.*

b) *Regularly*

- *The School Workforce Census collects details of staff in regular service (see paragraph above) and who are in school regularly. In this instance regularly means a minimum of once every four weeks.*

c) *Contract / service agreement*

- *A member of the school workforce is said to be engaged to work within an education establishment, or for an LA, under arrangements that must be recordable as either a contract or a service agreement. A contract record represents the situation where the arrangement is directly between the member of the workforce and the establishment where they work. A service agreement record applies where the member of staff working in a school is contracted to some other organisation, which might be the LA, an agency, or another school.*
- *Many staff who are working full-time in one school will be represented by a single contract record at school level. However, there is an increasing trend for members of the workforce to have more than one contract, or to work in a number of schools. There is no limit to the number of simultaneous contracts / service agreements that can be provided as part of the Census.*

### Examples:

- Last year we employed a teacher on a casual basis – should I set him up with a contract on Personnel 7 or I should give him a service agreement?

In this case it would depend on the nature of their employment. If they work regularly (i.e. at least once every four weeks) and they have been employed for more than one month they should have a contract (assuming that they are paid via the school payroll (this includes on claim) and not by an agency).

- We are now employing a number of NQT's from 1/09/2009 and I have given them all a contract. However, these teachers are going to be employed from 1/07/09 as unqualified supply teachers on a casual basis. Should this be recorded as a separate contract or a service agreement on Personnel 7?

In this case the NQTs should have 2 contracts set up, one with the Service Term of UQ, then from 1<sup>st</sup> September they should be set up with a new contract with the Service Term TE.

- We have casual Mid-Day Meals Supervisors and a Clerical Assistant who has just been employed on a casual basis for a couple of months, how do I deal with these.

Assuming that the contracts are for more than one month, they should be set up as Zero hours contract. There is no problem setting up Zero hours contracts as long as in the Hours per Week box you type in 0.00 rather than leave it blank. Leaving the field blank will cause an error at the DCSF which will be queried.

### **Summary:**

The revised DCSF guidance notes states that a contract or service agreement needs to be entered for a member of the school workforce for any period of service which is continuous and lasts for one calendar month or more. Occasional service is defined as any service for any period less than one calendar month but it also collects information for staff in regular service who are in school regularly. In this instance regularly means a minimum of once every four weeks.

A Service agreement should only be set up for someone who is contracted to an organisation other than the school (an agency for example) and a contract should be set up for a member of staff where there is a direct contractual arrangement with the school and the employee.

Where there are contractual arrangements for more than one month but with no fixed hours set them up as Zero hours contracts (NB: the Hours per Week box must be completed - type in 0.00 rather than leave it blank. Leaving the field blank will cause an error at the DCSF and it will be queried).

### **Finally:**

#### **Staff working for schools for whom headcount data is required**

Supply teachers that have a contract or service agreement with a school for less than a month (occasional teachers) but are **in school** on the Spring Census day (January) should be entered as "headcount data".

Support staff not employed directly by the school or the LA, eg contract cleaners, contract catering services, nurses employed by the PCT, outsourced IT technicians, but are **in school** on the Spring Census day (January) should be entered as "headcount data".