**<insert name>**

**<insert address>**

**<insert address>**

**<insert address>**

**<insert address>**

**<insert address>**

**<insert date>**

Dear **<insert name>**

Information for Casual Workers

The Council will engage a number of casual workers; typically people may work 2 or 3 days and then not work for several weeks.  The pay details for these workers are not set up on the payroll system rather input is completed each time work is undertaken. The infrequent nature of work undertaken does not allow the issue of a standard contract, however, the terms that regulate the work whilst they are with the Council are set out below, it also clarifies our obligations to you.  By signing the timesheet you are advised that you are also agreeing the terms of engagement.

1. You have been engaged to perform work for Southwark Council (The Council) of Tooley Street, London SE1 2QH for **<insert school name>**

2.You have been selected as suitable to be held on a register of casual staff at <**insert school name>**. This register is held and maintained by the school office.

3. Your inclusion in the register and any subsequent engagement is subject to confirmation of your right to work within the United Kingdom; the receipt of references satisfactory to the Council; satisfactory medical clearance, as determined by the Council of your fitness to undertake the duties of engagement; any necessary Disclosure and Barring Service (DBS) checks; your acceptance of the terms and conditions contained within this contract, a mutually agreed date of commencement; The production of your DBS certificate or provision of access to the DBS Update Service to carry out a status check; any other necessary safeguarding checks, where appropriate proof of qualifications. Where appropriate, there is an additional statutory requirement to check the eligibility of staff working with under 5s and under 8s in a caring role, or as a manager of such staff.  You may be disqualified by association if anyone living or employed in the same household is on the DBS barred list or has relevant convictions.

If the post is determined to fall into a regulated or controlled activity under the Disclosure & Barring Service you will be asked to confirm if you are a barred person under the terms of that Scheme. It is a criminal offence for a barred person to apply for or work in a regulated activity. For more information please refer to isa.gov.uk.

4. Your placement on the register confers no rights as an employee. There is no obligation upon the Council to request you to undertake any duties. There will be no binding obligation on you to accept any such request. Engagements are intended to be on a purely ad hoc and casual basis. You may be removed from the register at any time by the Headteacher at his or her discretion.

5. You will receive no payment whatsoever for placement on the register. Placement upon the register does not constitute nor form an employment relationship. Your name being on the register simply confirms that you will be eligible to be requested to undertake temporary employment engagements in one or more of the local authority operated services.

6. You will receive a fixed hourly rate of pay that will be decided at the start of each period of engagement. Confirmation of your remuneration for each period of engagement will be on completion of a time sheet, which will be authorized by a member of the senior management team. Your signature on the timesheet means you have read and agreed to the terms and conditions set out here.

7. Payment will be paid monthly into your bank/building society of your choice. It is a requirement that you open one.

8. Each engagement will have prescribed duties with a start and end date. It is not guaranteed that you will receive such requests, whether regularly or otherwise, and the frequency of such requests and the duration of the duties when requested will fluctuate according to the exigencies of the service.

9 When a request is made to you to undertake any particular duties for a particular period, the acceptance of such a request will constitute an engagement for the performance of the duties requested and for the period requested. This will be under a contract of engagement on the terms specified herein. Each request will constitute an entirely separate and non-continuous engagement from any other engagement. Under no circumstances will a person be regarded as continuing in employment for all or any purpose by reason of such engagement.

10. Your hours of work will be in accordance with the needs of the service. The normal working hours for each temporary engagement will be specified at the time the engagement is requested.

11. The location to which you will report for a particular engagement will be specified at the time the engagement is requested. However, if during the term of the engagement, the needs of the service demand the redeployment of temporary staff, then you may be required to carry out duties at another Southwark Council location.

12. Your duties for each engagement will be as specified at the time the engagement is requested.

13. All periods of engagement are covered by the School’s Code of Conduct. The statutory disciplinary procedure and grievance procedures apply to each engagement. This and other related information can be obtained from the HR Service of the employing department.

14. Southwark is an equal opportunity employer and all staff/ workers are required to comply with the schoo’s equal opportunities policy. Failure to comply will be a breach of school rules.

15. You will qualify for Statutory Sick Pay if you meet the requirements of the scheme. You will be entitled to pro rata statutory holiday based on 28 days per leave year. Holiday entitlement will be calculated using average hours/ pay over a 12 week period; where holiday entitlement has not been taken at the end of the engagement a compensatory payment will be made.

16. If you are being placed on the register for teaching positions your details will be checked with the National College for Teaching and Leadership to ensure that you have QTS and do not have any restrictions to teach relating to any misconduct. If you have or incur any restrictions relating to teaching you are required to inform the School immediately.

Yours sincerely

**<insert name>**

Headteacher

Enc. Code of Conduct and timesheets