



Staff Cover Procedure

September 2025

History of Changes

Version	Description of Change	Authored by	Date
1.1	Revise review date to 3 years	D Kerr	December 2013
1.2	Date changes	D Kerr	November 2016
1.3	Date changes	D Kerr	November 2020
1.4	Add in process for appointment of agency staff	D Kerr	January 2022
1.5	Update dates and department name	D Kerr	September 2025

Staff Cover Procedure

1.0 Procedure

- 1.1 This procedure sets out the process that should be followed during a period of staff absence in order to provide cover for the absence.

2.0 Scope

- 2.1 This procedure is intended to provide guidance to Managers in the event of a staff absence.
- 2.2 The procedure applies to all staff absences and if necessary further guidance can be obtained by contacting the People Services Department.

3.0 Key Principles

- 3.1 In the event of a member of staff being absent on an unscheduled basis from work for up to two days, the line manager shall operate the following guidelines:
- Firstly, attempt to cover for the absence internally.
 - If this is not possible, in the case of curricular staff, where classes have to be covered, the line manager shall arrange cover for the absence using suitable external personnel and notify the Financial Controller for budgetary purposes.
 - If this proves impossible, the line manager shall discuss the situation with his/her Assistant Principal (or senior manager, in the case of support staff) or the Director of People Services and agree suitable further action.
- 3.2 If the absence is known to be for more than two days, or proves to be for more than two days, the line manager shall discuss the situation with his/her Senior Manager or the Director of People Services, and agree suitable further action, which may include the appointment of agency staff as recommended by the SLT Manager, and approved by at least two members of the Executive and reported within the accounts.

4.0 Responsibilities

- 4.1 The Director of People Services is responsible for the implementation of this procedure.
- 4.2 Departmental managers are responsible for the application of this procedure within their specified areas of responsibility.

5.0 Related Documents

- 5.1 Employee Resourcing Policy
- 5.2 Sickness Absence Management Policy

6.0 Review

- 6.1 This procedure will be reviewed every 3 years or whenever is necessary in the meantime.

Status: Approved
Policy Dated: September 2025
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Review Date: September 2028
Equality Impact Assessed: November 2020