



## Deputising Procedure

**Last approved: August 2025**

**Approved by: Quality Committee**

**Next review due: August 2027**

## Procedure Statement

We understand that sometimes BN1 Tutors might have professional commitments outside of BN1 Arts and may not be able to teach a class. In the case that someone is required to cover a timetabled class, please follow the deputising procedure steps outlined below.

In the event that a tutor is unable to deliver a timetabled class. A deputy must be sourced with equivalent skill and expertise to perform the services on the timetabled tutor's behalf. All Deputising Tutors will be required to enter into direct undertakings with BN1 Arts, including with regard to confidentiality, compliance with BN1 Arts Policies and Procedures, and statutory requirements.

The timetabled Tutor must complete and submit [the class deputising request pro forma](#). In the case of regular depping such as touring or other industry-related work, this should be completed a minimum of two weeks prior to the event.

Once completed please email the Programme Leader for this course and the FE College Principal to request amends and access to the register and resources for the deputising Tutor.

When a deputising a class, it is the Timetabled Tutors responsibility to seek or provide the following;

- Deputy approval from College Management Team
- Share a current Scheme of Work with depping tutor
- Share Lesson Plan with depping tutor
- Provide appropriate resources (Including VLE)
- Share details of formal assessment
- Provide links to previous session (Sequenced Learning!)
- Provide links to the next session (Sequenced Learning!)
- Share SEND accountabilities
- Complete Dep request form
- Debrief with depping tutor ahead of resuming class (Sequenced Learning!)

All deputising tutors must be formally checked by BN1 Arts DSL to be fully compliant with the requirements of the BN1 Arts Single Central Record (SCR). This includes current DBS, Barred list Check, Prevent Training, KCSiE 2024, Right to work in the UK and proof of ID. If the deputy is unable to meet all these requirements, they must sign in to BN1 Arts as a guest and adhere to BN1 Arts Guest

Policies and Procedures whilst on-site. This includes being always accompanied by a BN1 Arts member of staff whilst on-site.

### **Absence due to emergency or illness**

For emergency cases, or if you're running late, please contact Student Support, Programme Leaders and College Principal

**We do not cancel any lessons at BN1 ARTS**, so if you are feeling unwell please **contact us at least the day before even if you think you might be better in time for your lesson** – this way we can put a contingency plan in place, find a potential substitute and get them your lesson materials. On the day, if you are well-enough to teach, great, if not, we have a back-up plan.

Cancelling lessons is disappointing for the students, some of them travel a long way to get to college, and turning up when the teacher does not leads to dissatisfaction. We also have limited resources, just as many of you have limited time, so rearranging a class for another day is very difficult and, in some cases, just not possible.

Please complete and submit this class deputising request pro forma. In the case of regular depping such as touring or other industry-related work, this should be completed a minimum of two weeks prior to the event.

Once completed please email the Programme Leader for this course and FE College Principal to request amends and access to the register and resources for the deputising Tutor.