

# Join UNISON - your friend at work

PLEASE FILL IN THIS FORM IN BLOCK CAPITALS USING BLACK INK AND GIVE IT TO YOUR UNISON REP OR STEWARD OR POST TO UNISON, FREEPOST, MATLOCK, DE4 9BR

## I. YOUR PERSONAL DETAILS Please tick or fill in the boxes below

|                     |    |      |                  |       |
|---------------------|----|------|------------------|-------|
| Mrs                 | Ms | Miss | Mr               | Other |
| First Name          |    |      | Other initial(s) |       |
| Surname/Family name |    |      | Date of birth    |       |
| Home address        |    |      |                  |       |
|                     |    |      |                  |       |
| Postcode            |    |      |                  |       |

National insurance number  Please tick this box if you require materials in a different format (eg large print or Braille) - be sure to supply contact details below

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**How would you describe your ethnic origin?**

|                                      |  |                                      |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Asian Other     | <input type="checkbox"/> Black UK    |
| <input type="checkbox"/> Chinese     | <input type="checkbox"/> Black African   | <input type="checkbox"/> Black other |
| <input type="checkbox"/> Indian      | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> White UK    |
| <input type="checkbox"/> Pakistani   | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Irish       |
| <input type="checkbox"/> Asian UK    | <input type="checkbox"/> White other     |                                      |

**FOR OFFICE USE ONLY**

## 2. YOUR EMPLOYMENT DETAILS

|                                    |                              |
|------------------------------------|------------------------------|
| Employer's name                    |                              |
| Your job title/occupation          |                              |
| Department/section                 |                              |
| Workplace name and address         |                              |
|                                    |                              |
| Postcode                           |                              |
| Payroll number (from your payslip) | Contact tel/voice/text/email |

## 3. WHAT YOU WILL PAY From 1 October 2003

Please tick the appropriate box for your earnings before deductions

| Weekly pay      | Annual pay    | YOUR SUBSCRIPTION - WHAT YOU PAY |           |      |
|-----------------|---------------|----------------------------------|-----------|------|
|                 |               | per week                         | per month | Band |
| Up to £38.47    | Up to £2000   | £0.30                            | £1.30     | A    |
| £38.48-£96.16   | £2001-£5000   | £0.81                            | £3.50     | B    |
| £96.17-£153.84  | £5001-£8000   | £1.22                            | £5.30     | C    |
| £153.85-£211.53 | £8001-£11000  | £1.52                            | £6.60     | D    |
| £211.54-£269.23 | £11001-£14000 | £1.81                            | £7.85     | E    |
| £269.24-£326.92 | £14001-£17000 | £2.24                            | £9.70     | F    |
| £326.93-£384.61 | £17001-£20000 | £2.65                            | £11.50    | G    |
| £384.62-£480.76 | £20001-£25000 | £3.23                            | £14.00    | H    |
| £480.77-£576.92 | £25001-£30000 | £3.98                            | £17.25    | I    |
| £576.93-£673.08 | £30001-£35000 | £4.68                            | £20.30    | J    |
| £673.08+        | Over £35000   | £5.19                            | £22.50    | K    |

Please tick the appropriate box to indicate how often you are paid

Weekly

Fortnightly

Four weekly

Monthly

Please tick this box if you are a student member in full-time education. Your subscription is £10 per year

If you have been a member of a trade union before, please state which one:-

## 4. POLITICAL FUND

UNISON's **Affiliated Political Fund (APF)** is used to campaign for and promote UNISON policy and the need for quality public services within the Labour Party, locally and nationally, in Parliament and Europe. UNISON APF affiliates to the Labour Party.

UNISON's **General Political Fund (GPF)** is used to pay for campaigning at branch, regional and national levels of the union and for research and lobbying in Parliament and Europe. It is independent of support for any political party.

It is important that you indicate a choice of fund by ticking one of the boxes below. Your subscription shown above includes a political fund payment so you do not pay any more by being in one of the funds.

## 5. YOUR AUTHORISATION

I wish to join UNISON and accept its rules and constitution.

I authorise deduction of UNISON subscriptions from my salary/wage at the rate determined by UNISON in accordance with its rules to be paid over to them on my behalf and I authorise my employer to provide information to UNISON to keep my records up to date.

I authorise deduction of the following Political Fund payment as part of my subscription. Tick one box only.

**Affiliated Political Fund**       **General Political Fund**

Now please sign and date below

Signature

Date

**DATA PROTECTION**

UNISON will process your membership information together with other information for administration, statistical analysis, conducting ballots and other statutory requirement purposes.

We may also send you newsletters, journals and surveys and let you know about educational and campaigning matters. We will disclose your information to our service providers and agents for these purposes.

If you do not want any mailings from UNISON besides those required by statute as shown in bold above, please tick this box.

We may share your information with organisations with whom we have a business relationship for your benefit. We, or they, may contact you by mail, telephone, SMS, fax or e-mail to let you know about goods, services or promotions which we think may be of interest to you.

If you do not wish to receive such information please tick this box.

RECEIVED



**The appropriate use of support staff in schools - are we providing teaching on the cheap?**

Centre pages



**Asbestos - still a threat in schools?**

Page 7

*The £64 fee should be paid by employers ... not individual staff*

**When does the scheme start?**

The scheme will be introduced on 12 October 2009; new entrants to the workforce and those moving jobs will be the first to go through the scheme

**Will I still need a CRB check?**

The scheme does not check for all malpractice or criminal con-

**Who will need to register?**

Anyone who comes into regular contact with children will need to be registered; we be-

**How much does it cost ... And who pays?**

Individuals will be required to pay a one-off £64 registration fee. UNISON believes the cost of the scheme should not be borne by individuals and we will be negotiating with the relevant bodies to ensure employers pay the fee.

**What is UNISON doing?**

Alongside campaigning for the registration fee to be met by employers, UNISON is also seeking to ensure the ISA's processes are transparent and consistent and that individuals will be able to defend themselves against any allegations.

**Why another register?**

The new scheme follows a recommendation of the inquiry report into the tragic Soham murders in 2002. It will replace existing lists (POVA, PoCA, List 99) but has been expanded to include a vast array of previously unregulated categories.

**How will it work?**

You will be assessed using data gathered by the Criminal Records Bureau (CRB); this will include relevant criminal convictions, cautions, police intelligence and information referred to the ISA from other sources such as employers and professional bodies.



The tragic Soham murders 6 years ago prompted the new body

**Terms of reference:**

Urgently to enquire into child protection procedures in Humberside Police and Cambridgeshire Constabulary in the light of the recent trial and conviction of

The Independent Safeguarding Authority Scheme

**We're committed to your protection ... and those you care for**

the bulletin for schoolworkers, college staff and education workers in Derbyshire

# Education

## Magazine

WINTER 2008

UNISON

Education Services

## Just desserts

Just desserts is what UNISON wants for its school meals staff. In recent years they have seen huge changes in the work they do and the expectations on them.

We want our children to have good, well-balanced nutritional meals in schools and we know our school meals staff can deliver them.

But we also want school meals staff to be rewarded properly for all the work they do and not crushed by an excessive workload.

We are campaigning afresh on

the impact of service changes on school meals staff.

As a starting point, we want hard evidence of what workplace issues are affecting school meals staff and we want YOU to help by completing a survey.

We welcome the broadest possible response from reps on authority-wide and schoolbased developments and from individual members.

Please take the time to tell us about the issues affecting staff in your school meals services and return your responses to us by **5 January 2009**.

If you have access to a computer and the internet, you can find the file at [www.unison.co.uk/education/pages\\_view.asp?did=7862](http://www.unison.co.uk/education/pages_view.asp?did=7862)

This file is editable. This means you have the opportunity of filling out the survey without the need to print it. The completed survey can then be emailed in the saved file format as an attachment. Alternatively, you can print out the survey and use the freepost envelope within it.

If you don't have computer access - call Tracy Pickard in the branch office 01629 582266 for a paper copy.



## in short ...

...there is no agreed **dress code** in schools; UNISON expects members to dress sensibly and there are rarely problems. So the school who issued a new dress code without consultation which included wearing an "unrevealing neckline" because "we have year 6 boys" is out of line. So also the instruction to wear shirts in PE lessons which "leave no gap at the waist". It is inappropriate for women to be 'blamed' for others viewing them as sex objects simply by dressing in comfortable, modern fashions - year 6 boys or anyone else! If you're having problems, let us know...

...**midday supervisors** are not responsible for daily medication (special school or not), teeth cleaning or other such tasks. Indeed, government guidance makes it clear that administration of medicines in schools is a voluntary role...

...the requirement for support staff to attend school on **inset days** for training is an issue at the start of every school year. There have been no changes despite some headteachers' claims. There is a simple formula that calculates the number of inset days you must attend as a member of the support staff; this is *your weekly working hours divided by 37 [32.5 for teaching assistants] and multiplied by 5*. Therefore a teaching assistant on a 28-hour contract will be expected to undertake 4.3 days. Should you volunteer to attend for further hours/days, then these qualify for extra pay...

*Derbyshire County UNISON organises 5000 education workers in its ranks, over 4300 of these in the county's schools.*

*If someone in your family - or a friend - works in the education sector but is not yet in UNISON, use the application form on the back of this publication to recruit them!*

Bulletin produced by Dave Gorton on behalf of  
**Derbyshire County UNISON**  
**Smedley Street**  
**Matlock**  
**Derbyshire**  
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email [branch@unisondc.co.uk](mailto:branch@unisondc.co.uk)  
Thanks to Lynne Fox and Derek Hammond

## Pay, job evaluation ...

The national employers agreed to pay an interim 2.45% to members, before Christmas, for the 2008 pay award, which has gone to binding arbitration. UNISON has written to all voluntary aided and foundation schools making sure they honoured the interim payment.

Obviously we will get news to all education members on the progress of the arbitration when we have it and also on the claim for next year.

UNISON is also exploring with ACAS the possibility of arbitration over the Youth and Community Workers' pay offer. But the employers have refused to pay 2.45% on an interim basis.

The last edition of the branch magazine The Clarion carried updates on job evaluation and equal pay. Further news will be circulated, of course, when there are any local or national developments.

*Arbitration on youthworkers?*

## "Cherry picking"

UNISON is concerned that a staggering number of England's self-governing schools could be cherry-picking pupils.

Checks by the schools adjudicator reveal that of the 3,500 faith schools, foundation schools and academies examined, half are breaking a new admissions code by asking questions such as parents' occupations.

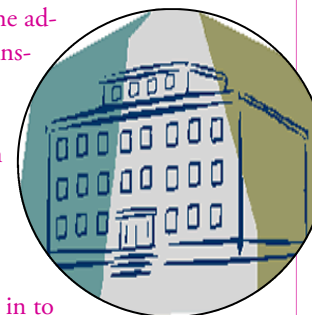
"This is unacceptable," said UNISON head of education Christina McAnea. "It is particularly alarming that this is happening in schools that control their own admissions."

The code was brought in to make the admissions process fairer and more transparent. There are fears that the breaches could lead to segregation on social grounds, with the children of wealthier and highly educated parents more likely to get into the schools they want to get into.

"That is what the code was brought in to avoid," Ms McAnea said.

The schools have been warned before. An official inquiry earlier this year showed admissions' flaws in one in six schools throughout the UK.

"Despite warnings, we now have further evidence that schools are breaking the law," said Ms McAnea, adding: "There's no point having a code that is legally binding if schools can ignore it."



## EXTENDED SERVICES IN SCHOOLS

By 2010 all schools will be expected to provide or allow access to extended services. Extended school activities include breakfast, after school study support and holiday clubs, providing support for family learning and offering access to ICT equipment outside school hours. In addition, many primary schools will have children's centres attached to them in order to provide a range of services for children under five and their families.

All this has major implications for the staffing of these services. Whilst extra activities in schools offer opportunities to those staff who want to extend their contracted hours or to develop their careers in new directions, headteachers cannot expect staff to automatically take on enhanced or extended roles or additional hours. **Staff are under no obligation to take on new responsibilities outside school hours.**

UNISON is clear that any changes to contracts should only be made after detailed consultation and with the agreement of the person taking on additional responsibilities in the extended school programme. This affects premises staff as much as cleaners - changes in hours or rotas must be done in agreement with the staff concerned. Some schools are cutting 'core' hours for teaching assistants and are offering casual add-ons in the "twilight shifts" of breakfast and after school clubs. That means pay arrangements are often arbitrary and the hours worked are not being counted towards pensions.

UNISON believes that extended services delivered like this are unacceptable for staff and will have knock-on effects on service quality and sustainability. **UNISON will continue to raise these issues at national and local level so make sure you report any instances to us.**



# “We’re teaching assistants ... not cut-price teachers”

UNISON has pressed long and hard for further advice on the deployment of support staff in the light of growing evidence that schools are using them inappropriately.

In the summer, the Workforce Agreement Monitoring Group (WAMG) issued an advice note in the light of recent developments, such as the move to require teachers to “rarely cover” for each other, which may bring support staff under even more pressure.

Advice was drawn up because of frequent reporting of

- ↳ inappropriate contractual arrangements for support staff;
- ↳ insufficient opportunities being given to those support staff who have particular skills (such as higher level teaching assistants) to use those skills on a continuing basis;
- ↳ the confusion between cover for unforeseen teacher absence and normal timetabled arrangements for taking a class while the class teacher is taking their planning, preparation and assessment (PPA) time or other regular non-contact time;

**The Appropriate Deployment of Support Staff in Schools was issued by the Workforce Agreement Monitoring Group in July. It raised serious concerns at how schools were abusing the national agreement by using support staff as teachers. It is crucial members don't allow schools to use them for 'teaching on the cheap'.**



- ↳ support staff without appropriate training and skills being required to supervise pupils and/or deliver specified work; and
- ↳ some members of support staff being expected to undertake ‘unpaid overtime’.

The full document can be downloaded from [www.unison.org.uk/education/schools/pages\\_view.asp?did=7453](http://www.unison.org.uk/education/schools/pages_view.asp?did=7453)

We have circulated it to every headteacher in Derbyshire to make sure they are complying with it. Obviously, we are only able to monitor this compliance if members let us know if, and where, there are breaches.

Look at the following – all from the advice. Do they apply in your school?

- ↳ Support staff roles and responsibilities should reflect their skills, training, expertise and experience and be rewarded fairly in pay and conditions of employment.
- ↳ The Social Partnership opposes split contracts which use differential pay rates within the same job eg Higher Level Teaching Assistants (HLTAs) who are paid a higher rate only for the hours when taking classes and not for work with individual pupils and small groups when using the same range of skills.

- ↳ HLTAs and Teaching Assistants (TAs) should have time within their working hours to plan, prepare and liaise with colleagues, parents or others.
- ↳ Term-time contracts can be issued inconsistently, without clarity and discriminating against part-time staff. “Schools should review their use of term-time only contracts within a coherent and consistent staffing policy.”

- ↳ **Unpaid overtime is unacceptable.** Overtime pay, an agreed extension to the paid working week, or reallocation of duties should be used where support staff are regularly working beyond their contracted hours.

- ↳ The distinction between cover supervision (NJC profile level 3) in the event of unplanned absence and timetabled replacement of a teacher on planning, preparation and assessment (PPA) time (NJC profile level 4) must be made. Schedule 2 of the workforce

remodelling regulations set out conditions that should be met when support staff deliver “specified work”. These have the force of law and where they are not met by the school it should be reported to the local or national social partnership.

- ↳ It is vital schools have distinct cover and PPA policies, defining the roles and responsibilities of support staff, which are communicated to staff. Levels of cover should be documented as they are for teachers. Where support staff deliver specified work there must be a written system of supervision in place in accordance with the regulations and guidance for England and Wales.
- ↳ In a primary or special school setting, even short-term supervision will escalate into specified work and should be carried out by support staff trained to at least level 4 standard.

Let us have your experiences! If you have a steward in the school, let them know what’s going on; if you haven’t, email your views to [branch@unisondc.co.uk](mailto:branch@unisondc.co.uk) .... then elect one!

## FURTHER HELP?

[www.socialpartnership.org](http://www.socialpartnership.org)  
[www.tda.gov.uk/remodelling.aspx](http://www.tda.gov.uk/remodelling.aspx)  
[www.unison.org.uk/education/index.asp](http://www.unison.org.uk/education/index.asp)

## Cover supervision - what it is!

The School Teachers’ Pay and Conditions Document (STPCD) 2007 states that absence occurs when the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach.

Recent evidence highlights there is a widespread confusion between two very different activities undertaken by support staff: one is taking a class during a teacher’s timetabled PPA time and the other is providing cover supervision during a teacher’s short-term absence.

WAMG has consistently taken the view that the deployment of support staff covering for absent colleagues should be considered to be entirely separate from the deployment of support staff to support the provision of PPA in the timetable.

As WAMG Note 12 states:

It is important that schools appreciate the distinction between these two areas of support staff deployment:

- The need for cover arises when a teacher is absent from a lesson they are timetabled to teach.
- PPA time is time during which a teacher is *not* timetabled to teach. Schools are therefore required to put additional staffing into their timetables in order to ensure that delivery of the curriculum is maintained.

Cover supervision occurs where no active teaching is taking place and, under the supervision of a member of support staff, pupils undertake pre-prepared work. Cover supervision can be used for short-term absence but it is not an appropriate way of covering medium to long-term absence or of dealing with a class when a teacher is not timetabled to teach them. Staff carrying out this role should be appropriately trained – including in behaviour management. The National Joint Council (NJC) national profiles recommend that, in a four-tier career structure, cover supervision is a level 3 activity.

It is likely that in a primary or special school setting, short-term supervision will quickly escalate into specified work which, according to the NJC national profiles, is a level 4 (HLTA) activity. It is therefore inappropriate to deploy support staff to provide cover in this instance unless they are trained to that level.

**OVER  
WORKED  
&  
UNDER  
PAID**

## Teaching assistants play an important role supporting teachers, but they should not be taken advantage of ...

Teaching assistants are being used for cheap teaching across the UK.

Christine McAnea, Unison’s head of education, said the practice was “endemic” as it cost less to use support staff to cover teacher absence than to buy supply teachers.

“They’re delivering maths, they’re delivering literacy and marking work - that’s a teacher’s job... they’re being used as cut-price teachers,” a London UNISON rep has said recently. On covering teacher absences, she added: “It’s very easy to use teaching assistants on lower rates of pay - it would cost an awful lot to bring in a supply teacher.”

The government and teaching unions agree that teaching assistants are crucial to the smooth running of schools. Their role was initially outlined as being to help and support the classroom teacher, and they were expected to be adept at working one-on-one with pupils or small groups. However, the government is clear that support staff should not be teaching classrooms of children unsupervised. England schools Minister Jim Knight said teaching assistants are doing an incredibly good job, but should not be seen as “interchangeable with qualified teachers”.

Mary Bousted, general secretary of the Association of Teachers and Lecturers union, said: “We have grave concerns about the number of teaching assistants being asked to do more than they are paid to do or feel comfortable doing. It is unfair on them and unfair to pupils. Heads are breaking the terms of the national agreement between unions, employers and the government if they are using teaching assistants to teach a class of pupils when a teacher is absent. Teaching assistants play an important role supporting teachers, but they should not be taken advantage of by schools.”

**England schools Minister Jim Knight said teaching assistants are doing an incredibly good job, but should not be seen as “interchangeable with qualified teachers”.**



# Asbestos - the hidden killer

**S**chool staff are considered not to be at high risk from asbestos related disease but between 1991 and 2000, 73 primary, junior and secondary teachers died from asbestos related disease.

### 13000 schools

Asbestos was used as a building material from the fifties until about the mid-eighties. About 13000 of the country's schools of 24000 were built between 1945 and 1974, when the use of asbestos was at its peak. It is not just in these schools but in older ones that have been refurbished during this period.

Professor Mark Britton, spokesperson for the British Lung Foundation said that in 1985 there was about 1000 deaths a year (referring to asbestos related diseases) we are now approaching 2000 a year. The British Lung Foundation expects the figure to peak between 2015 and 2020 at about 3000 a year. They expect a large number of these deaths will be due to mesothelioma.

### Good condition

The Health & Safety Executive (HSE) "If asbestos is in good

condition and is not likely to be disturbed or damaged, it is usually safer to leave it in place and manage it"

The National Union of Teachers (NUT) 1995 Crumbling Schools survey showed that 6% of schools had at some point had to close buildings due to asbestos.



It has been suggested in some quarters that the banging of windows, doors or chairs against walls could release asbestos fibres. The HSE dispute this "Measurements of asbestos fibres in air in schools simulating foreseeable disturbance where asbestos is managed properly demonstrated low levels of fibre release".

The local education authority (ie Derbyshire County Council) are responsible for maintenance and repair in their schools and must, by law, carry out surveys to identify where asbestos is present. They then must assess and manage the risks to those in the building are not exposed to its fibres.

The HSE are running an asbestos campaign on commercial radio, which indicates that more people die from asbestos than die on the roads every year.

### Permit to work

It would seem that the people most "at risk" are caretakers and maintenance people. Be-

fore tackling **any** task that involves disturbing the fabric of the interior of the building or facia/bergeboards etc obtain a "Permit To Work" from the responsible person.

Where is asbestos? Just about anywhere. Vinyl (PVC) or thermoplastic tiles contain asbestos. These tiles should be in good condition and not broken or chipped. Asbestos cement roof sheeting is often found on industrial building roofs and walls. Textured decorative coating (Artex). Textured coatings contain a small amount of asbestos. The asbestos is well bonded and fibres are not easily released. However, it is still an asbestos product, and as such, needs to be worked with safely.

Ask at your school about asbestos; ask to see the asbestos register. Find out where the asbestos is and how it is being managed. Are they planning on having it removed? Asbestos related diseases can take up to 40 years to show themselves so it is in your own interest to find out where the asbestos is hidden in your workplace. Find out where it is, do it **now**.



## Working at height?

**D**on't attempt to work at heights if you haven't been on the proper safety course. This course is not only intended for caretakers and site supervisors but also for other school staff who may be expected to prepare classroom displays etc.

No-one should be standing on desks or chairs to pin notices to walls or close windows. If you are doing this, you are jeopardising your own safety. If you are being told to do this by your supervisor, contact UNISON immediately; your safety is being compromised and the task hasn't been properly risk assessed.

If you are in any doubt, contact your UNISON health & safety rep the branch office 01629 582266 or the branch health & safety officer, Derek Hammond 07921 474708.

# collegeNEWS

## Pay for 2008 settled

**F**urther education members in England have voted overwhelmingly in favour of the pay recommendation offer for 2008/9.

This consisted of a 3.2% increase on all salaries and allowances from 1 October 2008 or £550 whichever is the greater.

If you currently earn under £17,000 therefore, you should get the £550.

The acceptance from UNISON members came with a very clear message that we expect colleges to honour the recommendation. Failure by many colleges to do this could lead to further strike action in colleges.



## Redundancies at SE Derbyshire

**T**wo rounds of redundancies in July and October have not made SE Derbyshire College the happiest of environments for teaching and non-teaching staff this year. UNISON has represented members faced with compulsory redundancy and to date has a 100% success record in appeals – but what comes next?

We know that talks with Derby University regarding a possible merger might have caused some of the recent pain, but who is responsible for the lack of effective management since the college became independent 15 years ago? A look at the deficit levels for each year since then clearly show the size and continuity of the problem.

Whoever it is that is responsible – they have not been the subject of the two

redundancy exercises. It is only the hard working and loyal teaching and non-teaching staff at the lower end of the college pay scales that have been identified as being at risk.

If there is a third round – perhaps it should be for the responsible people rather than the core college staff...

## Radical changes to FE funding

**T**he government is proposing major changes to the way funding is channelled to further education colleges in England.

The changes will radically increase the influence of local authorities over FE, but colleges will not be brought back under direct local authority control.

You can download a copy of UNISON's full response to the government's proposals from: [www.unison.org.uk/file/A7145b.doc](http://www.unison.org.uk/file/A7145b.doc)

## Make sure your school or college has elected UNISON reps!

**T**he workplace representative is UNISON's most important link between the union and its members.

If your workplace doesn't regularly elect stewards, health & safety reps and contacts, then a vital cog in the machinery is missing.

The branch has recently circulated details of our new election arrangements for



WORKGROUP / WORKPLACE

REPS

workplace reps - to every member. Make sure your school or college has local reps.

Stewards receive full training in work's time to enable them to do the task of representation. They also get to meet with stewards from other establishments to swap experiences and discuss common problems.

If you need more details or want to chat about how you could help make a difference, give the branch office a call 01629 582266.

Better still - get your form filled in and sent back!

**if you change jobs or move school please tell us!**

**01629 582266**