

Terms of Business for the Provision of Supply Staff

1. The Parties

- **The Agency:** Supply Collective LTD, 15 Neptune Court, Vanguard Way, Cardiff, CF24 5PJ.
- **The Client:** [School Name], [School Address].

2. Scope of Services

- Supply Collective LTD provides a digital supply network, connecting the Client with vetted temporary teaching and support staff ("Supply Staff") through the Agency's proprietary online portal.
- The Agency operates as an Employment Business. All assignments coordinated via the online portal are governed by these Terms.

3. Safeguarding and Vetting

- **Agency Responsibility:** The Agency confirms it has performed all relevant pre-employment checks on Supply Staff, including:
 - Identity verification and Right to Work in the UK.
 - Enhanced DBS check (including Barred List check where applicable).
 - Qualification and professional reference verification.
- **Client Responsibility:** The Client remains responsible for conducting a visual identity check of the Supply Staff member upon their arrival at the school and for ensuring the Supply Staff member is correctly recorded on the school's Single Central Record (SCR) in accordance with statutory safeguarding requirements.

4. Supervision and Direction

- During the Assignment, the Supply Staff shall be under the direction and control of the Client. The Client is responsible for the health, safety, and welfare of the Supply Staff while on site.

5. Charges and Payment

- **Invoice Generation:** Invoices are generated automatically through the Agency portal upon the electronic approval of timesheets by the Client.
- **Payment Terms:** Payment shall be made by the Client within **30 days** of the date of invoice.
- **Payment Methods:**
 - **Manual BACS:** Payments can be made to: Supply Collective LTD | Sort Code: **04-00-05** | Account No: **87444094**.
 - **Electronic Payment:** Clients may request a secure payment link via the Agency portal for electronic settlement.

- **Rates:** Rates for assignments are displayed and agreed upon within the Agency portal for each individual booking.

6. Transfer Fees (Temp-to-Perm)

- If the Client engages the Supply Staff member directly (either as a permanent employee or via another agency) within 12 months of the last date they worked for the Client, a flat transfer fee of £500.00 shall be payable to the Agency as compensation for the loss of service.

7. Liability and Indemnity

- The Agency provides Supply Staff in good faith but does not guarantee the performance of the individual.
- The Client agrees to indemnify the Agency against any claims, damages, or costs arising from the Client's own failure to adhere to health and safety or safeguarding protocols.

8. Termination

- Either party may terminate an individual assignment by providing notice as agreed during the booking process. These Master Terms may be terminated by either party with 30 days' written notice.