

Briefing on HR Policies

HR Policies

Leave Policy

The Trust is committed to developing and maintaining working arrangements that enable staff to achieve a work life balance, and recognises the importance of helping staff to achieve this.

This policy covers all non-statutory leave such as domestic/emergency family leave, annual leave (for staff where applicable) and other reasons for leave. The policy sets out clear guidance on how staff leave is managed in a fair and consistent manner and also allows a degree of flexibility is necessary to enable staff with particular needs

Recruitment & Selection Policy

The effectiveness of our recruitment policy and procedures make a major contribution to child protection and safety by helping to deter, reject or identify people who might be unsuitable for working with children. The purpose of this policy is to ensure that, as a Trust, our recruitment and selection processes are planned, consistent and fair with the safety of children at the heart of our processes and procedures.

Personal Relationships at Work Policy

The purpose of this Policy is to provide guidance to all staff at the Trust regarding personal relationships within the working environment. Whilst most social and personal relationships need not present a difficulty and can be entirely beneficial in that they promote good working relationships and trust, it is recognised that there will be particular circumstances where staff members concerned will need to withdraw from certain situations in order to protect themselves, the Trust and its pupils from any possible criticism of unfair bias. The purpose of the policy is Therefore, to protect members of staff from allegations, to avoid any actual or potential conflicts and to avoid any misuse of authority.

Probation Policy

The first few months in a new job (including those promoted) can be a challenging and difficult time, whilst it can also be very rewarding. Probation should be seen part of the overall on boarding process of supporting the new employee in their role and using this time to build the relationship between the manager and member of staff; and the probation policy provides the structure for that process. However, there are times when the person takes time to adjust to a new a role, and the probation process is used to address these concerns and hopefully support the person going forward. If not, it ensures a fair process took place if the decision is taken to end the person's employment.

Dignity at Work Policy

The Trust values all of its employees and is committed to providing a safe and healthy work Environment, free from harassment, bullying, intimidation and victimisation.

Behaviours which could be interpreted as harassment or bullying will not be tolerated by the Trust.

All employees and non-school staff are duty bound to comply with this policy and help the Trust to comply with their legal duties. This policy provides guidance on how staff must co-operate and work together to keep the workplace free of attitudes or behaviours which may cause offence to others, and in assisting the Trust in dealing with cases of harassment or bullying that may arise.

Employment Reference Policy

As part of our members of staff career progression and future employment, we are committed to providing employment references for former members of staff. The policy ensures consistency in us providing factual references for past employees and volunteers; what we expect from future employees' past employers will be equal to the information we provide. Exception to this will be when an agreement has been reached, in written form, between the Trust and past employees.