



Statement on Guidance for School HR Policies

The Governors of Brookside Academy approve the use of the following Local Authority (Somerset County Council) model policies / procedures to fulfil their statutory policy requirements in the following areas.













- Minuted and adopted by the Full Governing Body on 30th November 2015.





















Last Reviewed: 26 October 2018




Next Review date: October 2021

















The Governors of Brookside Academy approves the use of the following Local Authority (Somerset County Council) model policies / procedures to fulfil their statutory policy requirements in the following areas.

New documents October 2018

Guidance for School – HR Policies	Gover nors	ELT	Notes
Section 1 -  HR Advisory Health Check		✓	
Section 2 -  Introduction to SSE HR Advisory and Governor Handbook		✓	
Section 2a -  Governor Appeal Guidance and Procedure	✓		
Section 3 - Fairness and Dignity at Work			
Section 3a -  Dignity at Work Code of Practice		✓	
Section 3b -  Equal Opportunities Policy	✓		Quadrennial Local Version required plus annual statement demonstration of objectives.
Section 3c -  Grievance Procedure	✓		
Section 3d -  Mediation Guidance		✓	
Section 4 - Recruitment and Selection of Staff			
Section 4(i) -  Recruitment and Selection Policy			
Section 4(ii) -  Recruitment and Selection Policy for Academies and Non-Maintained Schools		✓	
Section 4a -  Safer Recruitment Guidance		✓	
Section 4b - Electronic Disclosure Barring Service (e-DBS) Documentation - Currently unavailable - awaiting update - urgent queries contact (01823) 355992		✓	
Section 4c -  Useful Forms and Templates		✓	
Section 4d -  Recruitment of Apprentices 2017/18		✓	
Section 4e - Safer Recruitment and Single Central Record Toolkit - Currently unavailable - awaiting update - urgent queries contact (01823) 355992		✓	

Guidance for School – HR Policies	Gover nors	ELT	Notes
Section 5 - Appraisal and Pay			
Section 5a -  Model Pay Policy 2018	✓		Annual Local Version required
Section 5a(i) -  SCC Pay and Grading Structure for School Support Staff 2017 and 2018		✓	
Section 5b -  Model Policy for Appraising Teacher Performance 2018	✓		Annual Local Version required
Section 5c -  Teachers Experiencing Difficulties (TED) Guidance		✓	
Section 5d -  Teachers Standards 2013		✓	
Section 5e -  National Standards of Excellence for Headteachers		✓	
Section 5g -  Model Policy for Appraising Support Staff		✓	
Section 5g(i) -  Professional Standards for Teaching Assistants		✓	
Section 5h -  School Teachers Pay and Conditions Document 2018		✓	
Section 5i -  DfE Guidance on Implementing your Schools approach to pay 2018		✓	
Section 5j - Pay Policy Update Letter  26th September 2018 - Model Pay Policy Letter 2018  16th April 2018 - Support Staff Pay Award Offer Letter		✓	
Section 6 -  Contractual Provisions		✓	
Section 7 -  Induction Arrangements and Support Staff Probation Policy		✓	
Section 7a -  Useful Forms and Standard Letters		✓	
Section 8 - Maternity, Adoption and Shared Parental Leave			
Section 8b -  Maternity and Paternity Leave Policy		✓	
Section 8c -  Maternity Support Leave and Paternity Leave (Support Staff) Policy		✓	
Section 8d -  Adoption Leave Policy		✓	
Section 8e -  Shared Parental Leave Guidance		✓	
Section 9 -  Flexible Working and Work-Life		✓	

Guidance for School – HR Policies	Gover nors	ELT	Notes
Section 10 -  Leave of Absence Provisions		✓	
Section 10a -  Disability Leave Guidance		✓	
Section 10b -  Additional Leave Purchase Scheme for School Support Staff		✓	
Section 11 -  Sickness Absence Management		✓	Local Version approved April 2017
Section 11a -  Headteacher Guides		✓	
Section 11b -  Useful Forms and Standard Letters		✓	
Section 11c -  OH Assist Occupational Health Information for Employees		✓	
Section 11d -  DWP Fit for Work Scheme		✓	
Section 11e -  Alcohol and Substance Misuse Policy		✓	
Section 12 -  Reducing the Risk of Work-Related Violence		✓	
Section 13 -			
Section 14 - Capability Procedures			
Section 14a -  Capability Procedure for Teaching Staff	✓		
Section 14b -  Improving Individual Performance for Support Staff		✓	
Section 15 -  Code of Conduct for Schools and Academies		✓	
Section 16 - Disciplinary Procedure			
Section 16a -  Conducting Workplace Investigations	✓		
Section 16b -  Disciplinary Procedure for Voluntary Aided Schools			
Section 16c -  Disciplinary Procedure for LA Maintained Community and VC Schools			
Section 16d -  Disciplinary Procedure for Academies and Non-Maintained Schools	✓		
Section 16e -  Checklist for Handling Disciplinary Situations	✓		
Section 17 - Redundancy and Redeployment			

Guidance for School – HR Policies	Gover nors	ELT	Notes
Section 17a -  Redundancy and Redeployment Procedure		✓	
Section 17b -  Redundancy and Redeployment Procedure for Academies and Non-Maintained School	✓		
Section 17c -  Retiring Teacher Nomination Form		✓	
Section 18 -			
Section 19 -  Trades Unions and Time Off Provisions		✓	
Section 20 -  Travel and Subsistence Guidance		✓	
Section 21 -  Access to Personnel Records		✓	
Section 22 -  Copyright in Employment Guidance		✓	
Section 23 - Safeguarding			
Section 23a -  Managing Allegations of abuse made against teachers and other staff	✓		
Section 23b -  Managing Safeguarding Allegations Headteacher Briefing Note		✓	
Section 23c -  Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings		✓	
Section 23d -  Keeping Children Safe in Education - Statutory Guidance for Schools and Colleges September 2018			
Section 24 -  Confidential Reporting Code ("Whistleblowing")	✓		
Section 25 -  Premature Retirement Procedures		✓	
Section 25a -  SCC Redundancy and Early Retirement Discretionary Compensation Policy		✓	
Section 25b -  Discretions Policy Guidance - For Academies		✓	
Section 25c -  Additional Voluntary Contributions (AVC Wise)		✓	

Approved at the Governors meeting of 30 /11/2015. Links last updated 26.10.18.