



## Statement on Guidance for School HR Policies

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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.

These policies are available on the Support Services for Education (SSE) website:

<http://www.supportservicesforeducation.co.uk/>

You will need to log in to access this guidance. Search for HR Advisory Resources.

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- Minuted and adopted by the Full Governing Body on 30<sup>th</sup> November 2015. It was reviewed by Governors on 26 October 2018. The guidance moved to the SSE website in February 2020.

**Last Reviewed:** September 2021

**Next Review date:** September 2024

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<http://www.supportservicesforeducation.co.uk/> Login and search for HR Advisory Resources under Services. HR advisory resources.

Somerset Guidance for Schools – HR Policies	Gove rnors	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	✓		
<b>Section 3 - Fairness and Dignity at Work</b>			
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		✓	
<b>Section 4 - Recruitment and Selection of Staff</b>			
Section 4a Safer Recruitment Guidance		✓	
Section 4b(i) – Disclosure Policy		✓	
Section 4b(ii) – Recruitment of Ex-offenders		✓	
Section 4d – Schools apprenticeship levy guidance		✓	
Appendix 5 – Teacher Application Form		✓	
Section 4(i) - Recruitment and Selection Policy		✓	
Section 4(ii) – Academy Recruitment and Selection Policy		✓	
Appendix 4 – Job Application Form for all School Staff		✓	
Section 4b - Electronic Disclosure Barring Service (e-DBS) Documentation		✓	
Section 4c - Useful Forms and Templates Sheet		✓	

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Somerset Guidance for Schools – HR Policies	Gove rnors	ELT	Notes
Appendix 1 – Pre-Employment Checklist		✓	
Appendix 2.1 – JE Primary Matrix		✓	
Appendix 2.2 – JE Secondary Matrix		✓	
Appendix 2.3 – JE Special Matrix		✓	
Appendix 3 – Person Specification		✓	
Appendix 4 – Non Teaching Application Form		✓	
Appendix 5 – Teacher Application Form		✓	
Appendix 6 – Shortlisting Form		✓	
Appendix 7 – Invite to Interview Letter Template		✓	
Appendix 8 – Interview Assessment Form		✓	
Appendix 9 – Interview Summary Scoring form for all candidates		✓	
Appendix 10 – Reference Request for Support Staff in Schools		✓	
Appendix 11 – Reference Request for Teaching Appointments in Schools		✓	
Appendix 12 – Job Offer Letter Template		✓	
Appendix 13 – Short Pre employment Health questionnaire		✓	
Appendix 13A – School Crossing Patrol Officer Fitness for Post Assessment Process		✓	
Appendix 14 – New Starter Checklist		✓	
<b>Section 4e - Safer Recruitment and Single Central Record Toolkit</b>		✓	
Section 4e(i) – Safer Recruitment letter from the LA		✓	
Section 4e(ii) - Third Party Clearance Letter Template			
Section 4e(iii) - Single Central Records Checklist		✓	
Section 4e (v) - Clearance Risk Assessment		✓	
Section 4e (vi) - Childcare Disqualification Self Declaration		✓	
Section 4e (vii) – Certificate of Good Conduct Risk Assessment		✓	
Section 4e (viii) - Missing References Risk Assessment		✓	
Section 4e (iv) - Single Central Record FAQs		✓	
Section 4e(ix) - Evidence of Professional Qualification Certificates Risk Assessment		✓	
Section 4e (x) Useful Contacts		✓	

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Section 5 - Appraisal and Pay Policy			
Section 5a - Model Pay Policy	✓		Annual Local Version required
Section 5a(i) - SCC Pay and Grading Structure for Support Staff		✓	
Section 5b - Model Policy for Appraising Teacher Performance	✓		Annual Local Version required
Section 5c - Teachers Experiencing Difficulties (TED) Guidance		✓	
Section 5d - Teachers Standards 2021		✓	
Section 5e – Headteachers’ Standards 2020 – GOV.UK		✓	
Section 5f – Professional Standards for Teaching Assistants		✓	
Section 5g - Model Policy for Appraising the Performance of Non-Teaching Staff		✓	
Section 5h - School Teachers Pay and Conditions Document 2019		✓	
Section 5i – DfE Guidance on Implementing your School’s Approach to Pay 2019		✓	
Section 5j - Model Pay Policy Letter		✓	
Section 5k – Non-Teaching Staff Experiencing Difficulties Guidance		✓	
Section 6 – Guidance on Contractual Provisions		✓	
Section 7 - Induction Arrangements and Support Staff Probation Policy		✓	
Appendix 1 – 1 <sup>st</sup> Formal Review meeting (end of month 1)		✓	
Appendix 2 – 2 <sup>nd</sup> Formal Probation Review Meeting (end of month 3)		✓	
Appendix 3 – Final Formal Probation Review Meeting (End of month 5)		✓	
Appendix 4 – Successful Completion of Probationary Period Template letter		✓	
Appendix 5 - Confirmation of Extension to Probationary Period Template Letter		✓	
Appendix 6 – Successful Completion of Probationary Period (following extension) Template Letter		✓	
Appendix 7 – Unsuccessful Completion & termination		✓	

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Section 7a – Appendix 7 – Notification of Unsuccessful Completion of Probationary Period and Termination of Employment Template Letter		✓	
Section 7b – Temporary Teacher Probation Policy		✓	
Appendix 8 – Invite to Final Extended Final Probationary Review Meeting Template Letter		✓	
Section 7a – Appendix 8 Invite to Final/Extended Final Probationary Review Meeting Template Letter		✓	
<b>Section 8 - Maternity, Adoption and Shared Parental Leave</b>			
Section 8a - Maternity and Paternity Leave Policy		✓	
Section 8b - Paternity Leave (Teaching and Non-Teaching Staff) & Maternity Support Leave (Support Staff) Policy		✓	
Section 8c - Adoption Leave Policy		✓	
Section 8d - Shared Parental Leave Guidance		✓	
Section 8e - Shared Parental Leave Guidance		✓	
Section 9 - Flexible Working and Work-Life Balance		✓	
Section 10 - Leave of Absence Provisions		✓	
Section 10a – Disability Leave Guidance		✓	
Section 10b - Additional Leave Purchase Scheme		✓	
Section 11 - Sickness Absence Management Policy		✓	Local Version approved April 2017
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 – Access to Work Guidance		✓	
Section 11f – Access to Work Guidance		✓	
Section 11a – Headteacher guides		✓	
Section 11b - Useful Forms and Standard Letters		✓	
Section 11c(i) – Occupational Health Employee Information		✓	
Section 11c(ii) – Occupational Health Manager Information		✓	
Section 11c(iii) – Occupational Health FAQs for Employees		✓	
Section 11c(v) – A guide to your face to face consultation with an OH Doctor		✓	

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Section 11c(iv) – A guide to your telephone consultation with an OH Doctor		✓	
Section 12 - Reducing the Risk of Work-Related Violence		✓	
<b>Section 13 – Alcohol and Substance Misuse Policy</b>		✓	
<b>Section 14 - Capability Procedures</b>			
Section 14a - Capability Procedure	✓		
<b>Section 14b – Capability Procedure for Non-Teaching Staff</b>		✓	
Section 15 - Code of Conduct		✓	
Section 16 - Disciplinary Procedure		✓	
Section 16a - Conducting an Investigation	✓		
Section 16b - Disciplinary Procedure - Voluntary Aided Schools			
Section 16c - Disciplinary Procedure - LA Maintained Community and VC Schools			
Section 16d - Disciplinary Procedure - Academies and Non-Maintained Schools	✓		
Section 16e - Checklist for Handling Disciplinary Situations	✓		
<b>Section 17 - Redundancy and Redeployment</b>			
Section 17a - Redundancy Redeployment and Premature Retirement Procedure		✓	
Section 17b - Redundancy Redeployment and Premature Retirement Procedure for Academies	✓		
Section 17c – Gateway Report for LA Maintained Schools			
Section 17d - Retiring Teacher Nomination Form		✓	
Section 18 – <b>Menopause Guidance</b>		✓	
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		✓	

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<b>Section 23 - Safeguarding</b>			
Section 23a - Managing Allegations of abuse made against teachers and other staff	✓		
Section 23b - Managing Safeguarding Allegations Headteacher Briefing Note 2021		✓	
Section 23d - Keeping Children Safe in Education 2021 - Statutory Guidance for Schools and Colleges September		✓	
Section 23e – Disqualification under the Childcare Act 2006 – statutory guidance		✓	
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		✓	
Section 25c - Additional Voluntary Contributions (AVC Wise)		✓	
Section 26 – External Links		n/a	
Section 26a – Health and Safety		n/a	
Section 26b – OH Assist		n/a	
Section 26c – Care First		n/a	
Section 26d – Peninsula Pensions		n/a	
Section 26d – Teachers Pensions		n/a	
Section 26f – SSE Website		n/a	

Approved at the Governors meeting of 30 /11/2015. Links updated 26.10.18. New website 2020.  
Last review September 2021.