



# **POLICY DOCUMENT**

For use by all member schools

## **Human Resources**

	<b>Name</b>	<b>Date</b>
Written By	Mr C Lees	Oct 2016
Approved v1.0	Trust Board	Nov 2016
Review v1.1	Trust Board	March 2017
Review v1.2	Trust Board	September 2017
Review v1.3	Ruth Punter, HR Committee	February 2020
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## HR Policy

The policy of The Spring Partnership Trust in respect of the following is to use the model procedures and guidelines for academies provided by the London Borough of Bromley :-

- Capability Procedure for Teaching staff
- Capability Procedure for Support Staff
- Grievance Procedure for Staff
- Guidelines for monitoring and managing sickness and absence
- Guidelines for handling impaired capability in the grounds of ill-health
- Disciplinary Procedure for staff
- Recruitment & Selection procedure for staff
- Probationary Periods for Support Staff (Support Staff Probationary Service)
- Managing Staff Changes Procedure

The Trust also refers to other HR guidance documents published by the London Borough of Bromley including, but not limited to, the following areas:

- Job Share & Flexible Working; Maternity & Paternity, NQTs, Overseas Trained Teachers, Rarely Cover, Resignations, Retirements, Single Status, Strike Action, Trade Unions and Working Time Regulations.

The CEO can amend these procedures with advice to the HR Committee, with such amendments being listed below.

For clarity, TSPT has a Pay Policy, a Performance Management Policy, an Equality and Diversity Scheme, a Whistleblowing Policy, a Staff Code of Conduct and individual contracts for all staff. All TSPT documents take precedence over the model procedures listed above.

Please contact the HR department of the Trust for any assistance regarding any of these procedures.

Amendments to London Borough of Bromley procedures are:

1. In relation to the sickness and absences, the practice of the Trust is to review 4 occasions of absence or 10 days absence in any year (whereas the London Borough of Bromley guidelines refer to 10 occasions or 20 days). Following any period of absence a 'return to work' informal meeting will take place with the staff member. If the period of absence is repeated a more formal discussion would take place, with occupational health advice being sought after 4 weeks of absence. An occupational health referral would be made immediately in any instances of stress/work-related stress.