Raedwald Trust

connection learning without exception resilience respect

# Staff Handbook

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| Person Responsible for this Policy | **Angela Ransby** |
| Policy Author | **Angela Ransby** |
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| CEO Signature | **Angela Ransby** |
| Trust Board Signature | **Alan Whittaker** |

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| Schedule 1 – updated policy<br>Schedule 2 – section 2.2 updated<br>Schedule 5 – new policy, table of paid/unpaid leave updated<br>Schedule 6 – sections 2.1, 2.2, 6.3, 7.1 and 8.7 updated. Sections 2.3 and 12 added<br>Schedule 8 – section 1.6 updated<br>Schedule 9 – updated policy<br>Schedule 10 – section 3.6 updated<br>Schedule 11 – updated policy<br>Schedule 14 – section 3.2 updated<br>Schedule 15 – table amended<br>Schedule 18 – sections 2.2, 2.4, 5.2, 6.5, 8.2 and 8.3 updated. Section 1.4 added.<br>Schedule 21 – sections 2.7, 3.7, 8.1 updated. Sections 5.6 and 5.7 added.<br>Schedule 13 updated. | September 2026 |

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This handbook is to be read in conjunction with the following Raedwald Trust policies which can be found on the policies section of the Raedwald Trust website.

- Safeguarding& Child Protection Policy, including the Online Safety Procedure appendix
- Managing Allegations of Abuse Against Adults Policy
- Whistleblowing Policy
- RT Code of Conduct
- Equality, Diversity & Inclusions Policy
- Health & Safety Policy and Manual
- Anti Fraud & Corruption and Gifts & Hospitality appendices of the Finance Policy
- Disciplinary Policy
- Capability Policy
- Grievance Policy
- Maternity, Paternity, Adoption, Parental, Shared Parental Leave and Neonatal Care Leave Procedure
- Data Protection Policy
- Pay Policy
- Lone Working Policy
- Mental Health Procedure

## The Staff Handbook

### 1. Introduction

1.1 The Raedwald Trust is established to deliver its core purpose devolved by parliament: the advancement of education in the public interest. Committed to the 7 Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership), the Raedwald Trust uses compliance to drive a culture of ethics and probity. Through this approach, the Raedwald Trust is able to unleash greatness by enabling bold, imaginative and innovative leadership.

1.2 We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

### 2. Using the Staff Handbook

2.1 This Staff Handbook sets out the main policies and procedures that you will need to be aware of while working for us. You should familiarise yourself with it and comply with it at all times. Any questions you may have with regard to its contents or what you have to do to comply with it should be referred to your line manager.

2.2 The policies and procedures set out in this handbook apply to all staff unless otherwise indicated. They do **not** form part of the terms of your contract with us, which are provided to you separately.

### 3. Responsibility for the Staff Handbook

3.1 The Trust has overall responsibility for this Staff Handbook and for ensuring that its policies and procedures comply with our legal obligations.

3.2 The Staff Handbook is reviewed annually to ensure that its provisions continue to meet our legal obligations and reflect best practice.

3.3 Everyone should ensure that they take the time to read and understand the content of this handbook and act in accordance with its aims and objectives. Managers must ensure all staff understand the standards of behaviour expected of them and to take action when behaviour falls below those requirements.

### 4. Personal details, home address and next of kin

4.1 Whenever we process personal data about you in connection with our policies, we will process it in accordance with our Data Protection Policy. We will only process your personal data if we have a lawful basis for doing so. We will notify you of the purpose or purposes for which we use it. Please see the Privacy Notice on the Raedwald Trust website for further information.

## Schedule 1 Dress code

### 1. Introduction

1.1. We require our employees to maintain an appropriate professional standard of dress and personal appearance whilst working, either onsite in schools and whilst working remotely, and when representing the Trust. The purpose of our dress code is to establish basic guidelines to help employees understand the required standards of dress and appearance so that we:

- promote a positive image to our students and employees, and to look professional;
- respect religious and racial requirements;
- ensure that one sex is not more adversely affected than the other;
- make any adjustments that may be needed because of disability where possible;
- take account of health and safety requirements; and
- guide employees to make appropriate choices of what to wear to work and whilst working remotely.

1.2. The overriding principle of our policy is that our employees dress in a manner appropriate to their working environment and the type of work they do in the Trust.

1.3. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and employees must use common sense in adhering to the principles underpinning the policy. The senior leadership team of the Trust will be the sole judge of what is and is not appropriate for the purposes of this policy.

1.4. We recognise the diversity of cultures and religions of our employees and will take a sensitive approach when this affects dress and uniform requirements. Priority will be given to health and safety, security and other similar considerations.

1.5. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear for work) should be made to your Head Teacher.

1.6. This policy does not form part of any employee's contract of employment and may be amended at any time. Any breach of this policy may result in disciplinary action being taken.

### 2. Scope and purpose

2.1. This policy covers all employees of the Trust. In addition, Trustees, volunteers and other workers will be made aware of this policy so that they can make appropriate decisions regarding dress and appearance whilst the Trust and when working remotely.

### 3. Your appearance

3.1. While working for us, employees represent us with our students, parents, and visitors to the Trust. Employee appearance contributes to our reputation and our commitment to delivering excellent teaching and learning. Employee dress and appearance should be appropriate to the role performed in the Trust.

3.2. When working remotely and taking part in video meetings (for example via Teams or Zoom), your appearance should be in line with the standards of this policy, particularly when holding meetings with external bodies.

3.3. All members of staff are supplied with an identity badge that must be worn and visible at all times when at work or representing the Trust at other schools.

3.4. It is important that employees appear clean and smart at all times when at work. Employees are expected to demonstrate good standards of personal hygiene.

3.5. Employees who are involved in sports activities may dress in appropriate sports clothing for PE lessons and other related activities.

3.6. Clothing should not be dirty, frayed, or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. The following should not be worn whilst at work/representing the Trust:

3.6.1. Beach wear
3.6.2. Track suits (unless teaching PE or other related activities)
3.6.3. Casual or sports t-shirts
3.6.4. Combat trousers
3.6.5. Jogging bottoms
3.6.6. Very short miniskirts
3.6.7. Low cut t-shirts, blouses, and transparent clothing
3.6.8. Shorts

3.7. Footwear must be safe and clean and take account of health and safety considerations. Open toe shoes and plastic flip flops are not acceptable.

3.8. Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

3.9. Employees should not wear clothing or jewellery that could present a health and safety risk. Any jewellery should not be excessive or unconventional.

3.10. In all roles, hair should be neat, tidy, and well groomed. We do not restrict natural hair textures or culturally associated hairstyles provided that the overall standard of professional neatness is maintained. Where hair colour is chosen, it should be appropriate to a professional working environment.

## 4. Diversity, inclusion, and protected characteristics

4.1. Employees may wear religious and cultural dress (including head scarves, skullcaps, and turbans) unless it breaches this policy, or compromises the health and safety of the wearer, their colleagues, or any other person.

4.2. Where necessary your Head Teacher can disseminate appropriate information explaining cultural dress and customs.

4.3. Priority is at all times given to health and safety requirements. Where necessary, health and safety advice will be taken.

4.4. We expect equivalent standards of dress and appearance from all employees of any gender, regardless of how they identify, appropriate to the circumstances.

4.5. If there are circumstances that make it difficult for you to follow our dress code (for example, if you have a disability or are experiencing certain menopausal symptoms), please let us know, and we can discuss how we can support you.

4.6. Where employees are transitioning to live in the gender with which they identify, we will apply and adapt this policy sensitively and flexibly. Employees are encouraged to speak to their Head Teacher in confidence so that appropriate arrangements can be agreed, including in relation to any uniform requirement..

## 5. Implementing and reviewing our dress code

5.1. The Head Teacher and line managers are responsible for ensuring that employees observe the standards set by this dress code.

5.2. Failure to comply with the dress code may result in action under our disciplinary procedure.

5.3. We will review the dress code periodically to ensure that it meets our demands, in particular with regard to the health and safety of our employees and all those they deal with.

## Schedule 2 Expenses policy

**1. About this policy**

1.1 This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality.

1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

**2. Reimbursement of expenses**

2.1 We will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or otherwise in breach of this policy may result in disciplinary action. Staff must not use their own shop loyalty / reward cards when purchasing goods for the trust.

2.2 Expenses will only be reimbursed if they are:

(a) submitted to the Head Teacher/CFO and CEO on the appropriate claim form;

(a) submitted within one month of being incurred;

(b) supported by relevant documents which must be clear and legible (for example, VAT receipts, tickets, and credit or debit card slips), please note that screen shots of bank transactions / statements will not be accepted; and

(b) authorised in advance where required.

2.3 Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account via payroll.

2.4 Any questions about the reimbursement of expenses should be put to your line manager before you incur the relevant costs.

**3. Travel expenses**

3.1 We will reimburse the reasonable cost of necessary travel in connection with our business. The most economic means of travel should be chosen if practicable and you should use existing travelcards or season tickets wherever possible. The following are not treated as travel in connection with our business:

(a) travel between your home and usual place of work;

(b) travel which is mainly for your own purposes; and

(c) travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

3.2 **Trains**. We will reimburse the cost of standard class travel on submission of a receipt with an expenses claim form.

3.3 **Taxis**. We do not expect you to take a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of staff travelling together. A receipt should be obtained for submission with an expenses claim form.

3.4 **Car**. Where it is cost effective for you to use your car for business travel, and you have been authorised to do so, you can claim a mileage allowance on proof of mileage. Details of the current mileage rates can be obtained from Headteacher/Trust Business Manager and CEO. You can also claim for any necessary parking costs which must be supported by a receipt or the display ticket. You must ensure that the claimed mileage were necessarily incurred on official duties and that your car insurance policy covers business journeys undertaken on behalf of the Trust. Mileage claims must be made monthly for that month.

3.5 **Air travel**. If you are required to travel by plane in the course of your duties you should discuss travel arrangements with your line manager in advance.

3.6 We will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.

## 4. Hospitality

The Trust will provide staff with tea, coffee, decaffeinated coffee, decaffeinated tea, milk and other alternatives to milk (for staff with medical conditions) whilst they are at work. If staff wish to have any other drinks e.g. herbal tea, filtered coffee etc, these must be purchased directly by the individuals. Should staff with other allergies require another alternative, please contact the CFO.

## Schedule 3 Holidays policy

**1. About this policy**

1.1 This policy sets out our arrangements for staff wishing to take holidays (also known as annual leave).

1.2 This policy covers all staff at all levels and grades, including full-time, part-time, permanent and fixed-term employees, managers, directors, and trainees.

1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We may also vary the policy as appropriate in any case.

**2. Your holiday entitlement**

2.1 The Trust's holiday year runs in line with the academic year. If your employment starts or finishes part way through the holiday/academic year, your holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest half day.

2.2 Holiday entitlement for support staff will increase after five years service.

2.3 Except as set out in this policy, holiday entitlement must be taken during the holiday/academic year in which it accrues. Any holiday not taken by the end of the holiday/academic year will be lost and you will not receive any payment in lieu.

2.4 Unused holiday can **only** be carried over to another holiday year:

(a) in cases involving sickness absence, as set out in paragraph 5.;
(b) in cases of maternity, paternity, adoption, parental or shared parental leave, as set out in paragraph 6.;
(c) in any other case where your line manager has given permission in writing;
(d) if otherwise required by law.

**3. Taking holiday**

3.1 We may require you to take (or not to take) holiday on particular dates, including when the schools are closed, particularly busy, or during your notice period.

3.2 Support staff on a 52-week contract are required to seek approval for all annual leave requests. They should make any such requests to the Headteacher/CEO.

**4. Sickness during periods of holiday**

4.1 If you are sick or injured during a holiday period and would have been incapable of work, you may choose to treat the period of incapacity as sick leave and reclaim the affected days of holiday.

4.2 Employees already on sick leave before a pre-arranged period of holiday may choose to cancel any days of holiday that coincide with the period of incapacity and treat them as sick leave.

4.3 Trust sick pay will only be paid for such days if you comply with our Sickness Absence Policy, including notifying your manager immediately of your incapacity and obtaining medical evidence, even if you are abroad.

4.4 Dishonest claims or other abuse of this policy will be treated as misconduct under our disciplinary procedure.

**5. Long-term sickness absence and holiday entitlement**

5.1 Holiday entitlement continues to accrue during periods of sick leave.

5.2 If you are on a period of sick leave which spans two years, or if you return to work after sick leave so close to the end of the holiday year that you cannot reasonably take your remaining holiday, you may carry over unused holiday to the following leave year.

5.3 Any holiday that is carried over under this rule but is not taken within 18 months of the end of the holiday year in which it accrued will be lost.

5.4 Alternatively, you can choose to take your paid holiday during your sick leave, in which case you will be paid at your normal rate.

**6. Family leave and holiday entitlement**

6.1 Holiday entitlement continues to accrue during periods of maternity, paternity, adoption, parental or shared parental leave (referred to collectively in this policy as family leave).

6.2 If you are planning a period of family leave that is likely to last beyond the end of the holiday year/academic year, you should discuss your holiday plans with your manager in good time before starting your family leave. Any holiday entitlement for the year that is not taken before starting your family leave can be carried over to the next holiday/academic year.

6.3 For the avoidance of doubt this covers your full holiday entitlement.

6.4 Any holiday carried over should be taken immediately before returning to work or within three months of returning to work after the family leave.

**7. Arrangements on termination**

7.1 On termination of employment you may be required to use any remaining holiday entitlement during your notice period. Alternatively, you will be paid in TOIL of any accrued but untaken holiday entitlement for the current holiday year to date, plus any holiday permitted to be carried over from previous years under this policy or as required by law.

## Schedule 4 Sickness absence policy

**1. About this policy**

1.1 This policy sets out our arrangements for sick pay and for reporting and managing sickness absence.

1.2 Abuse of sickness absence, including failing to report absence or falsely claiming sick pay will be treated as misconduct under our Disciplinary Procedure.

1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

**2. Reporting when you are sick**

2.1 If you cannot attend work because you are sick or injured you should telephone your manager as early as possible and no later than 30 minutes after the time when you are normally expected to start work.

4.2 In the event that a staff member is absent, an email divert and an 'out of office' may be applied to their emails for the duration of the absence. In all cases, the CEO will confirm who is the temporary recipient of diverted emails.

**3. Evidence of incapacity**

3.1 You must complete a self-certification form for sickness absence of up to seven calendar days.

3.2 For absence of more than a week you must obtain a certificate from your doctor stating that you are not fit for work, giving the reason. You must also complete a self-certification form to cover the first seven days. If absence continues beyond the expiry of a certificate, a further certificate must be provided.

3.3 If your doctor provides a certificate stating that you "may be fit for work" you must inform your manager immediately. We will hold a discussion with you about how to facilitate your return to work, taking account of your doctor's advice. If appropriate measures cannot be taken, you will remain on sick leave and we will set a date for review.

**4. Statutory sick pay**

4.1 You may be entitled to Statutory Sick Pay (SSP) if you satisfy the relevant statutory requirements. Qualifying days for SSP are set out in your employment contract. The rate of SSP is set by the government in April each year. No SSP is payable for the first three consecutive days of absence. It starts on the fourth day of absence and may be payable for up to 28 weeks.

**5. Trust sick pay**

5.1 Any entitlement to Trust sick pay is set out in your contract of employment. CEO discretion can be applied. In cases where this discretion is applied, the CEO and Chair of Trustees will confirm arrangements.

**6. Fit for Work service (FFW)**

6.1 FFW is a government-funded occupational health assessment service. The service is intended to assist employees return to work, using a return-to-work plan where appropriate. If you want to know more about FFW please speak to your line manager.

6.2 Once you have been absent for ten days (or on three occasions within a month), either we or your doctor may suggest referring you to FFW. Your doctor may do this before you have been absent for four weeks if they think it would be beneficial for you.

6.3 If your doctor refers you to FFW please let your line manager know, unless you would prefer not to tell us. If your case manager at FFW wishes to speak to us, please ask them to contact your line manager.

6.4 Once a FFW (Occupational Health) appointment is made for you through a referral by the Trust, any cancellations of must be made via the Trust's HR Officer with 48 hours notice. Failure to attend or to provide notice may result in the staff member occurring a cancellation charge.

**7. Return-to-work interviews**

7.1 After a period of sick leave your manager may hold a return-to-work interview with you. The purposes may include:

(a) ensuring you are fit for work and agreeing any actions necessary to facilitate your return;
(b) confirming you have submitted the necessary certificates;
(c) updating you on anything that may have happened during your absence;
(d) raising any other concerns regarding your absence record or your return to work.

**8. Managing Frequent, regular and high levels of absence**

8.1. Where an individual's absence level meets one of the following trigger points, the senior manager should review the absence levels with the employee at their return to work interview.

- Three or more incidences of absence in any three month period; or
- Six or more incidences of absence in a twelve month period; or
- Ten or more day's sickness absence within a twelve month period.

Please note that in circumstances where employees are part time or where employees work different shift patterns triggers will be pro rata to reflect the employees working pattern; or

- Any other pattern of absence which causes concern e.g. absences occurring on a particular day of the week, absences occurring before and after planned leave, a continuous pattern of absence review meetings, or
- Where an employee has a mixture of short and long term absences, it will be appropriate to manage the employee's absence in accordance with the above procedure.

8.2. In cases where employees have met the trigger point, there may be circumstances where discretion may be used by the Trust, as to whether or not an absence improvement plan is necessary. Although each case will be reviewed individually, the following are examples of circumstances where discretion may be appropriate:

- Emergency health situations which exceed 10 days i.e. hospitalisation
- Where a planned surgical operation takes place and appropriate period of rehabilitation is required.
- Where a period of long term absence has been managed under this policy

8.3 During this meeting, it is important that;

- Concern is expressed about the employee's level of absence

- Discussions at previous meetings are recapped i.e. what the health issue is, what actions have been agreed, what support has already been offered and what the current situation is.

- Any supportive measures are identified which may assist the employee in achieving a satisfactory level of attendance. This may include consideration of reasonable adjustments such as changes to the workload, work practices or work pattern.

- Any adjustments that may be appropriate in accordance with the Equality Act 2010 are identified.

- Discussions are held with the employee as to whether there is anything that they can do to improve their health

- If a referral to Occupational Health has not already been made, it should be considered at this point.

- Clear targets for action/improvement are agreed and a review date of six months from the date of the meeting is set. The targets that should be set are absence levels of no more than 5 working days (pro rata for part time employees) or 3 separate incidences of absence

- Clarifies what further action will be taken if the absence targets are not met

8.4 The discussions and actions should be recorded in a letter and stored in the employees file on School Pod. The senior manager should meet with the employee at 2 month intervals during the six month review period to review progress against the absence targets. If at any point during the six month review period the absence targets have been exceeded, the individual should be invited to a formal health capability meeting.

8.5 Where a satisfactory level of attendance has been achieved, no further absence discussions will be required. However, where employees have met the agreed target set, employees are reminded that their attendance will still be monitored in line with the sickness absence policy and that a further formal absence meeting will be reinstated where attendance is not sustained as per the policy.

**9. Managing Long Term Absence**

We are committed to helping employees return to work from long-term sickness absence. As part of our sickness absence meetings procedure (see section 13), we will, where appropriate and possible, support returns to work by:

- Obtaining medical advice;
- Making reasonable adjustments to the workplace, working practices and working hours, including a time-limited phased return to work.

A phased return to work will often be a recommendation of an occupational health advisor or the employees GP. Employees will receive their full pay on the phased return. Phased returns to work should be for a maximum of 4 weeks, this may be extended at the discretion of the CEO in exceptional circumstances subject to HR advice for each instance. In the event an employee requests that the phased return is extended beyond 4 weeks, a dialogue should be held with the employee in regards to a temporary contractual change being made to their working hours to accommodate the request and their pay adjusted accordingly.

If a staff member is absent before a school closure then the staff member will continue to be deemed to be absent unless they provide a fit note stating they are fit to return.

9.1 Absences in excess of 28 days (including non-working days) are considered to be 'long term' for the purposes of this policy and the Trust's primary focus is to ensure that those individuals are helped and supported back to work when they feel able to do so. Timescales and approaches outlined in this policy may be subject to change with reference to the circumstances of a particular case.

9.2 After 28 days' absence (or 2 weeks where the absence relates to stress/anxiety or a recurrence of a previous medical condition), the designated senior manager or Head Teacher will arrange for the employee to attend a medical assessment with the Trust's occupational health advisors.

9.3 At the point where medical advice has been received back, the employee will be invited to a meeting to discuss their period of ill health. Senior managers must ensure that three working days' notice is given to the employee and also the right to be accompanied by a trade union representative or work colleague of their choice. The meeting will also be attended by an HR representative to ensure a fair, consistent and sensitive approach is maintained.

9.4 At the meeting the following points should be discussed with the employee;

Progress made and prognosis for return. This could include agreeing a return to work programme and/or adjustments if the employee is likely to become fit to return to work in the near future.

Support available that could help assist recovery and return to work.

The medical report received back from the school's occupational health team.

Establish a return to work plan if appropriate

Information about the impact of continued absence on pay.

What alternatives the employer may wish to explore, i.e. redeployment, ill-health retirement etc.;

Consideration as to whether there is any external assistance which may support an early return to work and/or the maintenance of acceptable levels of absence. This may include government agencies, charitable bodies and other industry and specialist organisations

9.5 Following this meeting and during the period of absence, regular contact should be maintained with the employee concerned. In addition, senior managers should meet with the employee on a monthly basis to discuss their progress. Senior managers must ensure that they make notes of the meetings and write to the employee to confirm the outcome of the meeting and log this letter in the staff members file and on School Pod.

9.6. In circumstances where a return to work has not been achieved within an indicated period of time, it will be appropriate to invite the employee to a health capability meeting to discuss their attendance. This meeting would also be appropriate at the stage where the employee has been absent from work for 3 months.

**10. Health Capability Meeting**

10.1 At the point where an employee's absence triggers a Health Capability meeting, the senior manager should write to the employee giving them three working days' notice of the meeting and the opportunity to be accompanied by a trade union representative or work companion of their choice. A member of HR should also be present.

10.2 The employee must take all reasonable steps to attend the meeting. If for any reason the date is not suitable, they should advise the senior manager of an alternative time when they are available. This should be within 10 working days of the original date.

10.3 A written warning will be issued at this meeting. This warning will remain on the employee's personal file for a period of twelve months. During this time employee must sustain a satisfactory level of attendance in accordance with the trigger points 8.1

10.4 Where an employee exceeds these triggers within the twelve-month time frame, they should be invited to a Health Capability Hearing.

10.5 In cases of long term sickness absence, it will be appropriate to progress to a Health Capability Hearing where an employee has been absent from work for a substantial period or in circumstances where occupational health advice has been received which suggests that the employee is unable to return to work within an indicated period of time.

10.6 Information regarding the potential for redeployment on grounds of ill-health or retirement on the grounds of ill-health should be sought as early as possible, however this may still be considered at anytime during the process.

**11. Health Capability Hearing**

11.1 Where employees have been unable to sustain a satisfactory level of attendance despite supportive interventions or has had a continued period of long term sickness absence, a Health Capability hearing should be convened. This meeting should be heard by either the Head Teacher, CEO or panel of governors/trustees depending on the nature of the case.

11.2 At this meeting, a senior manager will be expected to provide and present a report on progress to date, supportive interventions, occupational health guidance and targets agreed.

11.3 Employees should be given three working days' notice of the meeting, and the right to be accompanied by a trade union representative or work companion of their choice. An HR representative should also be present to provide advice on HR Policy and Procedure. The employee must take all reasonable steps to attend the meeting, but if there is a reason why the date is not suitable, the employee should advise the Hearing Officer of this and the hearing will be arranged within 5 working days of the original date.

11.4 Prior to the hearing the employee will receive details of all of the information to be discussed (e.g. occupational health report, details of previous meetings, certificates and sickness figures) and an agenda for the hearing. The documentation should be sent to the employee at least 3 working days before the hearing.

11.5 There are six possible outcomes of the hearing,

No further action is taken where the manager hearing the case believes that a sufficient improvement to attendance / satisfactory performance has been achieved. The employee will be advised that if this is not sustained they will re-enter the process at Section 8.2

A recommendation is made for further occupational health advice and a further review period is set.

Consideration to medical redeployment may be given if this is a recommendation from Occupational Health.

Consideration of the case under a different procedure i.e. capability or disciplinary

Issue of a final written warning with a set period for improvement, advising that a failure to improve could lead to dismissal

Dismissal of employee by reason of health capability.

## Schedule 5 Leave of absence policy

***Please refer to the table of Paid and Unpaid Leave at the end of this policy***

### 1 Introduction

1.1 Leave of absence is not an entitlement to a number of days off per year. The purpose of leave of absence is to ensure that employees are able to manage particular circumstances that may occur in their lives where it is not possible to arrange these during school holiday periods, and time off may be required. It is expected that requests will only be made for leave of absence in term time once all other possible alternatives have been considered.

1.2 The amount of leave of absence granted and reasons for doing so can differ between teaching and support staff, and from one employee to another. It is also important to bear in mind that such entitlements must be considered against the overall working arrangements of the different categories of staff and, in particular, the need for arrangements to be made to cover such absences.

1.3 All periods of leave of absence will be recorded and considered on a rolling 12-month basis.

1.4 Any employee who is suspected to have abused the provision for time off may be subject to disciplinary proceedings in line with the Trust's disciplinary procedure.

1.5 This procedure does not form part of any employee's contract of employment, and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

### 2 Scope and purpose of this policy

2.1 The purpose of this policy is to ensure that employees within the Trust understand how requests for leave will be considered by the CEO. It will also ensure that staff across the Trust are treated in a fair and consistent way when requesting time away from work.

2.2 The procedure applies to all employees regardless of length of service.It does not apply to agency workers.

2.3 This procedure is used to deal with requests for absence from work for the reasons contained within this policy. It does not cover requests for flexible working, maternity, paternity, parental or adoption leave. Information on these can be found in the relevant policy on the Trust's website.

### 3 Process for making requests

3.1 The Trust recognises that it may not always be possible to request certain types of leave in advance, for example, bereavement leave, compassionate leave and leave in emergency situations. Where it is not possible to request leave in advance, employees should contact the Head Teacher as soon as possible to tell them the reason for the absence and the number of days leave that they anticipate being absent for. The Head Teacher will then discuss the situation with you and agree next steps.

3.2 Employees should ensure that other than in emergency situations they make their request for leave in advance to enable the Trust to consider the request carefully, and to ensure that cover can be implemented where required.

**Process for making requests – leave of absence/carer's leave**

3.3 Employees should make a leave of absence request on Edupay. You will receive a notification from Edupay once a decision has been made. Please note that in all cases the decision to agree to a request will be at the absolute discretion of the Head Teacher]. Where a request is refused, the form will include written reasons for the refusal and if you are dissatisfied with the decision, you may make a complaint under our grievance procedure.

3.4 Where it is possible to do so in advance, or when you return to work after taking time off under this policy, we might ask you to provide evidence for your reasons for taking the time off.

## 4 Parental bereavement leave, other bereavement leave, and compassionate leave.

**Parental bereavement leave**

4.1 Up to two weeks' parental bereavement leave (PBL) for parents, with parental responsibility, to help them cope with the death of a child under the age of 18 years will be granted. This includes birth parents, adoptive parents, individuals who are fostering to adopt, legal guardians, most foster parents, (excluding short term and emergency foster care), intended parents under a surrogacy arrangement, those who look after a child in their home other than a paid carer and have done so for at least four weeks, and parents who suffer a still birth after 24 weeks or more into pregnancy. There is no minimum service requirement for eligibility to take this leave.

- Employees may be entitled to statutory parental bereavement pay (SPBP) [for parental bereavement leave if they meet the below criteria:
  - Have 26 weeks continuous service with the Trust ending on the Saturday before the child died.
  - Have normal weekly earnings in the eight weeks up to the week before the child's death, which are not less than the lower earnings limit for NI contributions.

4.2 Parental bereavement leave will be granted as a single block of two weeks or two separate blocks of one week at different times. Leave cannot be taken as individual days. This leave must be taken within 56 weeks of the loss of the child.

4.3 If parental bereavement leave is taken straight away and during the first eight weeks after the child has died, there is no requirement to give advance notice of PBL. However, employees should make contact with the Trust to inform of the reason for their absence.

4.4 Any parental bereavement leave taken after the initial period will be subject to at least one weeks' notice to the employer.

4.5 Employees taking parental bereavement leave will be asked to produce a written declaration to confirm they are entitled to the leave.

4.6 Entitlement to maternity leave and pay is not affected if a child has died or was stillborn. Maternity leave can be taken in addition to parental bereavement leave.

4.7 Where leave was planned to begin during the first 56 days after the bereavement, employees should let the Head Teacher know if they no longer wish to take it, any time before the leave starts and no later than their normal start time on the first day of the planned leave. Parental bereavement leave cannot be cancelled if it has already begun.

4.8 Where leave was planned to be taken more than eight weeks after the bereavement, it can be cancelled by giving one week's notice [in writing] and to rebook at a different time, by giving one week's [written] notice.

**Other bereavement leave, and compassionate leave**

4.9 In each academic year, up to 10 days paid bereavement leave may be granted to help employees cope with the death of a close relative, to deal with necessary arrangements, and attend their funeral.

4.10 In each academic year, up to 10 days paid compassionate leave may be granted to help employees where they need to deal with necessary arrangements for or assist a close relative who is seriously or critically ill. This does not apply in the case of domestic emergencies, or where normal caring arrangements have been disrupted. We will consider compassionate leave for other traumatic events or difficult personal circumstances on an individual case by case basis.

4.11 Bereavement leave and compassionate leave may be granted in relation to a spouse, civil partner or partner, stepchild, grandchild, parent, stepparent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law. Children are covered separately in the parental bereavement section above. The Head Teacher may exercise their discretion in relation to any other relative or close friend,

depending on the circumstances. When agreeing the amount of leave, the Trust will take into account the circumstances and relationship of the employee to the deceased/seriously or critically ill person.

**5 Dependants (time off for)**

5.1 The law recognises, and we respect that there will be occasions when you will need to take time off work to deal with unexpected events involving one of your dependants. All employees have the right to take up to 2 days paid leave in each academic year when it is necessary to:

5.1.1 Provide assistance when a dependant falls ill, gives birth, is injured or assaulted.

5.1.2 Make longer-term care arrangements for a dependant who is ill or injured.

5.1.3 Take action required in consequence of the death of a dependant.

5.1.4 Deal with the unexpected disruption, termination, or breakdown of arrangements for the care of a dependant.

5.1.5 Deal with an unexpected incident involving their child during school hours (or those of another educational establishment).

5.2 A dependant for the purposes of this policy is:

5.2.1 An employee's spouse, civil partner, parent, or child.

5.2.2 A person who lives in the same household as the employee, but who is not their tenant, lodger, boarder, or employee; or

5.2.3 Anyone else who reasonably relies on the employee to provide assistance, make arrangements, or take action of the kind referred to in paragraph 5.1.

5.3 Employees are only entitled to take reasonable time off under this policy where there is an immediate crisis, and it is necessary to take action in relation to a dependent. This will depend on the nature of the problem, the closeness of the relationship between you, and whether someone else is available to assist. Reasonable time off will not normally be more than two days and in most cases will be less than a day. However, we will always consider each set of circumstances on their facts.

5.4 If you know well in advance that a problem might arise, or you wish to take time off to care for a dependant yourself, rather than make alternative arrangements, this policy will not apply. You should make other arrangements to deal with such situations.

5.5 You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell the Head Teacher;

5.5.1 The reason for your absence; and

5.5.2 How long you expect to be away from work.

5.6 If you fail to notify us, as required by paragraph 5.5, you may be subject to disciplinary proceedings under our disciplinary procedure for taking unauthorised time off.

**6 Carer's leave**

6.1 Employees have a statutory right to take one week of unpaid leave in any rolling 12-month period to provide or arrange care for a dependent with a long-term need. This applies from the commencement of employment with the Trust. In each academic year, up to 2 days paid leave will be granted, depending on the circumstances and at the discretion of the CEO.

6.2 A long-term need is defined as:

6.2.1 Illness or injury (physical or mental) that requires, or is likely to require, care for more than three months.

6.2.2 A disability for the purposes of the Equality Act 2010.

6.2.3 Requiring care for a reason connected with old age.

6.3 A dependant for the purposes of this policy is:

6.3.1 An employee's spouse, civil partner, parent, or child.

6.3.2 A person who lives in the same household as the employee, but who is not their tenant, lodger, boarder, or employee; or

6.3.3 Anyone else who reasonably relies on the employee to provide assistance, make arrangements, or take action of the kind referred to in paragraph 5.1.

6.4 The minimum amount of carer's leave an employee can request in a 12-month rolling period is half a working day. The maximum period of leave that can be requested is one week. The days requested do not have to be consecutive and may be taken either in blocks or as individual days or as half days.

6.5 Employees must give either twice as many days' notice as the length of leave being requested, or three days' notice (whichever is the longer) by completing Appendix 2. For notice purposes, a half day's leave requires a full day's notice.

6.6 If you fail to notify us as required by paragraph 6.5, you may be subject to disciplinary proceedings under our disciplinary procedure for taking unauthorised time off.

6.7 The Trust will postpone your carer's leave if the running of the Trust will be unduly disrupted by your absence. However, you will be permitted to take the requested amount of leave within one month of your original request. If leave is postponed, this will be confirmed in writing within seven days of your request in a written counter notice. This will explain the reason for the postponement and the revised dates that carer's leave can be taken.

6.8 Carers leave that has already begun cannot be cancelled, however where leave has not yet begun, it may be cancelled or taken at a different time if there is a mutual agreement between the employee and Head Teacher.

6.9 Employees have the right to return to the same role on the same terms and conditions after a period of carers leave.

**7 Domestic, personal, and family reasons**

7.1 A number of days (paid or unpaid) leave of absence may be granted for domestic reasons (urgent or otherwise). It is expected that those employees who have the option to choose when to take their leave, will use their annual leave entitlement before making a request for domestic reasons.

7.2 Leave to be granted under this provision may include the following, but the CEO will consider each set of circumstances on the facts, including the nature of the request, the relationship of the employee to the person the request relates to, where applicable, and whether the event or incident is an exceptional circumstance that could not be arranged outside of normal working hours:

7.2.1 Moving house.
Employees should normally make arrangements for moving house outside of normal working days. Where this is not possible, up to a day's paid leave may be granted by the Trust.

7.2.2 Wedding or civil partnership ceremony.
Employees should make their own wedding/civil partnership arrangements outside of normal working days. One day unpaid leave may be granted by the Trust to enable employees to attend a close relative or close friend's wedding or civil partnership ceremony where this is held during normal working hours.

7.2.3 Other special events.
The Trust recognises that in exceptional circumstances there will be special events in an employee's family life that cannot be arranged outside normal working days e.g., graduation ceremonies, school productions, sports days. The Trust will consider requests for time off for these purposes.

7.2.4 Urgent domestic business

This would enable school staff to deal with emergencies of a domestic nature e.g., flooding, structural damage, burglary etc. In each academic year, the Trust will grant up to 2 days paid leave depending on the circumstances and at the discretion of the CEO.

7.3 Special absence for other personal or family reasons, e.g., to visit relatives who live abroad or to nurse a sick person may also be considered in exceptional circumstances where the employee has a minimum of one year's service at the date of commencement of the leave. A holiday will not be considered as an exceptional circumstance.

7.4 Plans or arrangements for the time off should not be made by the employee until they have received a decision in relation to their request, and their request is granted, if appropriate. Should you take leave that has not been authorised you may be subject to disciplinary proceedings under our disciplinary procedure for taking unauthorised time off and deductions from pay made for any unauthorised leave that was paid.

**8 Health and welfare**

8.1 Employees are expected to make routine medical appointments on their non-working days/outside working hours. Where it can be demonstrated that it is not possible to obtain appointments outside of working hours, the Trist may grant paid or unpaid time off (depending on the circumstances) for reasons of the personal health and welfare of an employee. For example, visits to a doctor, dentist, optician, clinic, and hospital. The Trust will expect employees to provide evidence of their requirement to attend any medical appointments.

8.2 All employees are encouraged to attend medical appointments for preventative screening, such as smear tests, mammograms, prostate examinations. These appointments are covered by this policy.

8.3 Employees who donate blood or other medical tissue are encouraged to do this outside of working hours. Where this is not possible, requests for time off to attend these appointments will be paid.

8.4 Requests for time off for medical appointments in relation to adoption, pregnancy or a disability will be considered under the Trust's Maternity, Paternity, Adoption, Parental, Shared Parental Leave & Neonatal Care Leave Procedure.

**9 Assisted conception**

9.1 Employees who are planning to undergo any form of assisted reproduction or require any treatment or other medical intervention to support fertility should discuss with the CEO their treatment plan and requirements for time off. Whether it is you, your partner, or a surrogate undergoing treatment, we will consider ways to support you to attend appointments to undergo treatment or to support, in the same way as any other medical appointments.

9.2 Whilst we understand appointments for such treatments are often made at short notice and can be frequent and on consecutive days, as much notice as possible regarding the arrangements for the time off should be made.

9.3 We recognise that such treatment can be physically, emotionally, and financially stressful and encourage you to discuss these matters and be as open as possible so that appropriate support can be offered to you in the workplace, whilst you are undergoing treatment. This could include, but is not limited to, the provision of a fridge for storing medication, workplace adjustments, or a quiet space to take medication or take/make medical calls.
All discussions will be treated sensitively and in strict confidence.

9.4 For those receiving treatment we will grant paid leave to:
Attend up to 5 days paid leave in any 12-month period. This leave can be taken in full days or half days.
Leave will be pro-rated for part-time employees.

If you need any additional time off as above the paid time off this may be granted as unpaid leave. It is therefore important to discuss your treatment plan with the CEO]. Any additional time either paid or unpaid will be at our discretion.

9.5 Where an employee is not undergoing treatment themselves, but supporting someone receiving treatment, either their partner or surrogate, they will be granted up to 1 days paid leave in any 12-month period to attend appointments. This leave can be taken in full days or half days.
Leave will be pro-rated for part-time employees.

9.6 Wherever possible, appointments should be arranged outside of normal working hours. Specifically, where appointments relate to investigations or testing. However, we recognise this may not always be possible. You may be asked to provide details of your appointments, as you would any medical appointment.

9.7 Should employees require time off work because of the side effects of their treatment, this will be treated under the normal sickness absence reporting procedures.

9.8 If treatment is successful, from the point of implantation you will be considered to be pregnant, and you should refer to the maternity policy.
If sadly treatment is not successful, you will have the same protections from when you underwent embryo transfer until two weeks after finding out transfer was unsuccessful. The Trust will offer appropriate support during this time and beyond.
If you experience pregnancy loss following treatment you should speak to the CEO.

**10 Interviews**

10.1 The Trust accepts that employees will have little or no control over when an interview will take place and therefore a number of days (paid or unpaid) to attend interviews may be granted at the discretion of the CEO.

10.2 Employees must inform their Head Teacher of the time, date, and duration of the interview as soon as they have this information so that the request can be considered promptly to avoid disappointment. The Trust can ask employees to provide evidence of the interview.

**11 Time off for public duties**

11.1 The Trust supports employees to perform certain public duties that they may be committed to undertake and will give them time off to do so where it does not conflict with the operational needs of the Trust. The Trust is not obliged to grant employees paid leave for these purposes. The circumstances in which we are prepared to do so are set out below.

**Jury service**

11.2 Employees should tell the CEO as soon as they are summoned for jury service and provide a copy of the summons if requested.

11.3 Depending on the demands of the Trust we may request that the employee applies to be excused from or have the jury service deferred.

11.4 Paid leave of absence will be granted to employees undertaking jury service. Where the court makes an allowance available for loss of earnings, you are required to claim that allowance and to repay the full amount received to the Trust. You must notify the HR department of the amount of any allowance claimed and received so that appropriate arrangements can be made, which may include a deduction from salary. By claiming the allowance, you consent to such a deduction being made.

**Voluntary public service**

11.5 Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties.

11.6 Public service duties include service as a:

11.6.1 Tribunal member.
11.6.2 Magistrate.
11.6.3 Local councillor.
11.6.4 Member of an NHS Trust.
11.6.5 Prison visitor.
11.6.6 Lay visitor to police stations.
11.6.7 School/academy/trust governor.

11.7 If you are unsure whether a public service that you perform is covered by this policy, you should speak to the CEO.

11.8 As soon as you are aware that you will require time off for performance of a public service you should notify the CEO in writing, providing full details of the time off that is being requested and the reasons for your request.

11.9 The Trust will agree to requests for time off to undertake public duties wherever reasonably possible having regard to the criteria set out in this policy. If it is not possible to accept a request, you will be given written reasons for our decision.

11.10 Each request for time off will be considered on its merits, in the circumstances in which it is made including:
11.10.1 Whether the activity is reasonable in relation to your employment.
11.10.2 How much time off is reasonably required for the duty in question.
11.10.3 How much time off you have already taken for the public duty in question.
11.10.4 How your absence will affect the Trust.

**Reserve forces duties**

11.11 We are aware that employees who are members of the Reserve Forces (the Territorial Army, Royal Navy Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called up at any time to be used on full-time operations and will be expected to attend regular training.

11.12 Employees who need time off for reservist commitments are expected to use existing holiday entitlement. In exceptional circumstances we may grant additional leave (either paid or unpaid) in order for these commitments to be met.

11.13 Whilst we will do everything possible to meet your request for leave, it may not always be possible for operational reasons. If we receive notice that you have been called up, there may be occasions when we need to apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to the Trust (which could not be prevented by the grant of financial assistance).

11.14 Once your military service has ended, you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.

11.15 If it is not reasonable and practicable to reinstate you into your former employment, we will offer you the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.

11.16 When calculating the length of your continuous employment with us, the period of absence on military service will not be counted. The period of employment before your mobilisation and the period after your reinstatement will be treated as continuous.

**12 Professional examination duties**

12.1 The Trust will authorise leave for teachers to undertake professional duties in connection with GCSE, GCE, A Level, and other public examinations in line with the provisions of the Burgundy Book (Section 6). This also gives details of how the school may be reimbursed when a teacher has to be released.

**13 Redundancy – support for job seeking**

13.1 Employees who have been identified by the Trust as redundant will be allowed reasonable time off during working hours to support them with securing alternative employment or to arrange training for future employment. The amount of time off is at the discretion of the CEO]. Each case will be considered on its merits.

**14 Religious festivals**

14.1 Employees whose religious beliefs require the observance of festivals which fall on days upon which they would normally work, may be granted up to four days' leave without pay.

14.2 Employees must inform the CEO at the start of each academic year of any dates that they may need to request time off for. Where this is not possible, employees should provide this information as soon as they are able to and no later than 10 working days before the date of the requested leave.

14.3 Unfortunately, whilst every effort will be made to accommodate requests for leave, there may be some circumstances where holiday requests are turned down. Such as where a large number of requests are received at the same time or there is insufficient capacity within the Trust to accommodate the leave.

**15 Time off for trade union duties and activities**

15.1 The Trust wishes to support employees with time off for trade union activities.

15.2 Trade union representatives are entitled to reasonable paid time off to carry out trade union duties and activities, to undergo training, and to accompany a worker to a grievance or disciplinary hearing. A trade union representative means an officer of the union, or an employee elected or appointed in accordance with the union's rules to be a representative of union members in the workplace.

15.3 Union learning representatives have a right to reasonable paid time off to perform their duties and undergo training.

15.4 Union members have a right to reasonable unpaid time off when taking part in trade union activities.

15.5 Employees should be aware that there will be occasions where, for operational reasons, or where the Trust believe the time off not to be reasonable, requests can be declined. Each application for time off will be assessed on its merits and the determination will ultimately depend on the needs of the Trust at the time of the request and consideration will be given to:

15.5.1 The nature and timing of the request.

15.5.2 The amount of time off previously granted or planned for the future.

15.5.3 The number of representatives or members seeking time off within a given period; and

15.5.4 The legitimate need for the union representative or union learning representative to discharge their functions.

15.6 If a union representative, union learning representative or union member is aggrieved by a decision to refuse time off to undertake their duties, training, or activities, they should raise the matter in accordance with Trust's grievance procedure.

**Time off for union representatives - duties**

15.7 Employees who are representatives of an independent trade union recognised by the Trust for collective bargaining are permitted reasonable paid time off to:

15.7.1 Carry out their duties in connection with:

(a) Negotiations in relation to collective bargaining.
(b) The performance of other permitted functions related to collective bargaining.
(c) Information and consultation over collective redundancies or TUPE transfers; and
(d) Agreeing new terms for the workforce following a TUPE transfer in an insolvency situation.

15.7.2 Undergo training in aspects of industrial relations relevant to those duties which has been approved by the Trades Union Congress or by the trade union.

15.7.3 Accompany a fellow worker to a disciplinary or grievance hearing.

**Time off for union members - activities and learning**

15.8 An employee who is a member of an independent trade union recognised by the Trust in relation to their position is permitted reasonable unpaid time off to take part in a trade union activity or to consult a union learning representative. Examples of trade union activities include voting in union elections and attending relevant workplace union meetings but not participating in industrial action.

**Time off for union learning representatives**

15.9 Employees who are members of an independent trade union recognised by the Trust can take reasonable time off to perform duties as a union learning representative, providing that the union has given the Trust notice in writing that the employee is a learning representative of the trade union and that the representative is, or will be, sufficiently trained to carry out the learning representative duties. The purpose of a learning representative includes arranging training, promoting the value of training and analysing training needs.

**Requesting time off - trade union representatives and learning representatives**

15.10 Employees who are trade union representatives or trade union learning representatives should ensure that their trade union has provided written confirmation of this to the Trust.

15.11 The CEO will meet with the employee to discuss their union role and the amount of time and facilities that the Trust believes to be reasonable to enable the employee to carry out their union duties.

15.12 When making a request for time off, the employee should provide as much notice as possible and give further details, such as the location, timing, duration, and purpose of the time off. The CEO will look at each request and the circumstances before deciding what is reasonable.

15.13 Both parties accept the need to be flexible within this process and recognise their duties and obligations to the Trust. The parties will seek to agree a mutually convenient time for the duties or activities, with minimum disruption to the teaching and learning at the Trust. Where possible, the recognised trade union(s) will arrange workplace meetings towards the end of the working day or near break times.

**Requesting time off - trade union members**

15.14 Employees who want to request time off for trade union activities during working hours should make a request to the CEO] giving as much notice as possible and provide further details, such as the location, timing, duration, and purpose of the time off. The CEO will look at each request and the circumstances before deciding what is reasonable.

## 16 Severe weather and disruptions to public transport

16.1 The Trust recognises that employees may face difficulties travelling to and from the workplace during severe weather conditions or when there are major disruptions to public transport (this is not in circumstances of a high volume of traffic or normal disruption to public transport). If your normal mode of transport cannot be used to get to work, you should explore alternative means of safe transport.

16.2 Although the Trust expect you to make a reasonable effort to attend work in all circumstances, it is not our intention for you to put yourself at unnecessary risk. However, at the same time we must also ensure that any disruption remains minimal.

16.3 Lateness

16.3.1 If you realise that, due to severe weather conditions or disruptions to public transport, you are likely to be late for work, you must telephone your Head Teacher as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.

16.3.2 If the lateness amounts to half your normal working day or more, the arrangements set out below in relation to absence will apply.

16.4 Absence

16.4.1 Where the CEO is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be paid your normal pay for the day.

OR

16.4.2 Where the CEO is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be required, if possible, to work remotely until the situation has improved.

Where it is not possible to accommodate a remote working arrangement, you will be entitled, in consultation with the CEO to take the day as unpaid leave.

16.5 Childcare provision (school or nursery) closures

16.5.1 Where schools or nurseries close due to bad weather or public transport and you are unexpectedly required to provide or arrange care for a dependant, the Dependants (time off for) section will apply.

16.6 School closure

16.6.1 The CEO may decide to temporarily close the schools/s in extreme cases of bad weather or disruptions to public transport. If this is necessary, we will inform you as soon as possible. You will be required to work remotely where it is possible to accommodate a remote working arrangement. You will be paid your normal pay during the period of closure.

16.7 Leaving work early

16.7.1 The CEO will decide on a case-by-case basis if, due to severe weather conditions or disruptions to public transport, it is appropriate for you to leave work early, taking into account your individual circumstances (for example, where you live and your mode of transport) and the needs of the organisation. In such cases you will be paid your normal pay.

16.7.2 If you leave work early, you may be required to work remotely where this is possible.

16.8 Health and safety

16.8.1 We have a duty to ensure the health, safety, and welfare at work of all our employees. You also have a duty to take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. This includes taking extra care when travelling to and from the work in severe weather conditions.

16.8.2 The Trust will undertake regular risk assessments to ensure employees working in these conditions are properly instructed, provided with the appropriate clothing and equipment, and given adequate rest breaks.

## 17 Retention and data protection

17.1 Through the application of this policy, the Trust may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of data protection legislation (including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time). Records will be kept in accordance with our Retention Schedule and in line with the requirements of the data protection legislation.

**Table of paid & unpaid leave**

Raedwald Trust does not offer time off in lieu (TOIL) to employees. In extraordinary circumstances, employees may request an exceptional arrangement for TOIL from the CEO.

| Category/ Circumstances | Definition | Time Allowed |
|---|---|---|
| **Discretionary Parental Bereavement, Other Bereavement Leave and Compassionate Leave** | See Schedule 5, section 4. | **In each academic year up to 10 days paid depending on circumstances Included within the 10 days is 1 day to attend a funeral Up to a further 10 additional days paid at the discretion of the CEO Thereafter unpaid leave** |
| **Discretionary leave to attend the funeral of someone who: - is not a member of the immediate family or - is a close personal friend** | For example: grandfather, grandmother, grandson, grand-daughter, step-father, step-mother, step-son, step-daughter half-brother, half-sister, father/mother in law, son/daughter-in-law, aunt, uncle, cousin or a close friend. | **Up to 1 day paid** |
| **Discretionary leave to attend a doctor's, dentist or hospital appointment** | See Schedule 5, section 8. | **Paid/unpaid depending on circumstances** |
| **Leave for rehabilitation, assessment or treatment because of a disability (discretionary although there is a statutory right to leave considered as a reasonable adjustment)** | The Equality Act 2010 identifies the provision of paid time off as a reasonable adjustment. It acknowledges that a disabled person may need to be absent from work for "rehabilitation, assessment or treatment". There is no evidence that disabled people are more likely to be absent from work than other staff. However, in monitoring absence, due allowance should be made for absences related to a disability.<br>Absences relating to **appointments** for rehabilitation, assessment or treatment of a disability should be recorded as disability leave. This is paid and does not affect sick pay entitlements. However, any other periods of absence related to a disability should be classified and recorded as sick leave. | **Paid** |
| **Disability related sickness absence (discretionary although there is a statutory right to consider leave as a reasonable adjustment)** | Disability related sickness absence is sickness absence related to an individual's disability. For example: an episode or relapse of a disability related condition or time off for recuperation following a period of disability leave for treatment. Also see above section. | **Paid in line with Sickness Entitlement** |
| **Discretionary Emergency/ Dependant's Leave** | See Schedule 5, section 5. | **In each academic year up to 2 days paid, depending on circumstance at the discretion of the CEO. Thereafter unpaid leave** |

| | | |
|---|---|---|
| **Discretionary leave for Assisted Conception** | See Schedule 5, section 9. | **Paid** |
| **Discretionary leave to attend interviews** | See Schedule 5, section 10. | **Paid or unpaid at the discretion of the CEO** |
| **Discretionary leave for moving house** | See Schedule 5, section 7. | **1 day unpaid** |
| **Discretionary leave to deal with urgent/unforeseen circumstances** | See Schedule 5, section 7. | **In each academic year up to 2 days paid, depending on circumstance at the discretion of the CEO. Thereafter unpaid leave** |
| **Discretionary leave to attend a child's graduation from University/College** | See Schedule 5, section 7. | **1 day unpaid** |
| **Discretionary leave to attend own wedding or a close family wedding** | See Schedule 5, section 7. | **1 day unpaid** |
| **Discretionary leave to take professional examinations or for study** | See Schedule 5, section 12. | **Up to 3 days paid leave in each academic year.** |
| **Sporting and similar activities** | See Schedule 5, section 7. | **At the discretion of the CEO.** |
| **Discretionary leave for carers** | See Schedule 5, section 6. | **In each academic year up to 2 days paid, depending on circumstance at the discretion of the CEO. Thereafter unpaid leave with up to one week in any rolling 12 month period.** |
| **Discretionary leave for blood donors** | See Schedule 5, section 8. | **Paid** |
| **Gender transition** | Time off for surgery and recuperation from surgery for gender reassignment will be recorded as sick leave. Other medical appointments relating to the process will be recorded as sick leave when it has not been possible to make them outside of working hours. There may also be a need for some non-medical appointments, for example for electrolysis or speech therapy. These will not qualify for sick leave. | **Paid sick leave or unpaid** |
| **Occupational health appointments** | Whilst employees are absent due to sickness, there is an expectation that they will make themselves available to attend any Occupational Health appointments regardless of when the appointment occurs. After returning to work, if any further appointments are made during the normal working pattern, paid time off will be granted to attend. | **Paid** |
| **Religious observances** | See Schedule 5, section 14. | **Unpaid** |
| **Strike Action** | It is an individual's choice as to whether to join strike action, but a normal day's pay will be deducted for each day the strike action continues and the employee remains off work. | **Unpaid** |

| | | |
|---|---|---|
| **Discretionary leave during adverse weather conditions** | See Schedule 5, section 16. | **Paid or unpaid, depending on circumstances** |
| **Discretionary leave for CPD/other training** | Training will generally only be approved by the CEO when it is essential for either CPD or to enhance capability to the advantage of the Trust. When it is not possible for such training to take place out of term time, time off will be allowed with pay. Training may however need to be postponed when the needs of the Trust are such that time off on the dates allocated for the training do not prove to be convenient. | **Paid** |
| **Leave for medical screening** | See Schedule 5, section 8. | **Paid** |
| **Leave for Trade Union activities** | See Schedule 5, section 15. | **Paid** |
| **Leave for reservists (Royal Naval Reserves, Royal Marines Reserves, Army Reserve and Royal Auxiliary Air Force)** | See Schedule 5, section 11. | **Paid** |
| **Leave for public duties** | See Schedule 5, section 11. | **Unpaid** |
| **Court Service (witness or jury service)** | See Schedule 5, section 11. | **Paid** |
| **Statutory maternity leave** | See Maternity, Paternity, Adoption, Parental, Shared Parental Leave & Neonatal Care Leave Procedure | |
| **Statutory parental leave** | See Maternity, Paternity, Adoption, Parental, Shared Parental Leave & Neonatal Care Leave Procedure | |
| **Statutory paternity leave** | See Maternity, Paternity, Adoption, Parental, Shared Parental Leave & Neonatal Care Leave Procedure | |
| **Statutory shared parental leave** | See Maternity, Paternity, Adoption, Parental, Shared Parental Leave & Neonatal Care Leave Procedure | |
| **Statutory adoption leave** | See Maternity, Paternity, Adoption, Parental, Shared Parental Leave & Neonatal Care Leave Procedure | |
| **Career break** | Staff may request a period of unpaid leave to take a career break from their role at the Trust. During this time their role will be suspended and they will not be permitted to take up any other form of employment, nor provide consultancy work on a self-employed basis. | **Unpaid** |

## Schedule 6 Flexible working policy

### 1. Policy statement

1.1 We are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. We recognise that, in addition to helping balance work and personal lives, flexible working can raise staff morale, reduce absenteeism, and improve our retention of staff.

1.2 This policy gives eligible employees an opportunity to formally request a change to their working pattern in accordance with the statutory procedure for such requests. It also allows any employee to make such a request informally without following the statutory procedure.

1.3 Through this policy we will accommodate flexible working where possible, giving careful consideration to, and assessment of the effect of, the requested change on the effective running of the Trust for the benefit of the pupils. Where granting flexible working would impact on that, requests may not be granted. Requests will be handled in a reasonable manner and appropriate consultation will take place with employees.

1.4 No-one who makes a request for flexible working, or intends to make such a request will be subjected to any detriment or lose any career development opportunities as a result.

1.5 All requests will be handled appropriately and will not discriminate unlawfully against any employee in relation to any of the protected characteristics set out in the Equality Act 2010. Any requests for a reasonable adjustment relating to an employee's disability should be dealt with separately rather than as a flexible working request.

1.6 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

### 2. Scope and purpose of this policy

2.1 This policy applies to all employees, regardless of length of service. Temporary and part-time employees are equally entitled. It does not apply to agency workers, consultants or self-employed contractors.

2.2 Employees have a statutory right to request flexible working from day one of their employment. That right is recognised by the formal procedure in this policy. The criteria for deciding who is eligible to follow the formal procedure are set out in paragraph 5.

2.3 Under the statutory procedure, employees can make two requests in every 12 month period. Employees who have submitted a flexible working request must wait until it has been considered, and any appeal has been dealt with, before submitting another.

2.4 Any employee interested in flexible working can request an informal meeting with their line manager to discuss the different options and the effect of their proposed work pattern on colleagues and service delivery before submitting a formal or informal request.

### 3. Responsibility for implementing this policy

3.1 The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust Board has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the CEO.

### 4. Forms of flexible working

4.1 Flexible working can incorporate a number of possible changes to working arrangements:

(a) reduction or variation of working hours;
(b) reduction or variation of the days worked; and/or
(c) working from a different location (for example, from home), please refer to the Agile Working Policy, Schedule 27.

4.2 Such changes may also involve starting a job share; working a set number of hours a year, rather than a week (annualised hours); working from home (whether for all or part of the week); working only during term-time (part-year working); working compressed hours; working flexi-time. Some of these arrangements may not be possible due to the nature of the work undertaken by the employee making the request but decisions will be made in consultation with employees.

4.3 Employees should be aware that changes to working hours will affect pay and other benefits, for example pension, annual leave entitlement.

**5. Eligibility for the formal right to request procedure**

5.1 Requests under the formal procedure set out in this policy can only be made by employees who meet the criteria set out below.

5.2 To be eligible to make a flexible working request under the formal procedure you must:

(a) be an employee;
(a) not have already made two formal requests to work flexibly during the last 12 months;
(b) Only have one live request for flexible working at any one time.

5.3 A request will be considered as live unless any of the following apply:

(a) A decision on the request has been made by the employer;
(b) the request has been withdrawn;
(c) an outcome to the request has been mutually agreed by the employer and employee; or
(d) the statutory timeframe to respond to the request has expired without a decision, withdrawal or a mutually agreeable outcome. It is envisaged this will only happen in rare and exceptional circumstances and the Trust will always endeavour to comply with statutory deadlines.

5.4 A request continues to be live during any appeal or any extension to the procedure that an employer and employee have agreed.

**6. Making a formal flexible working request**

6.1 You will need to submit a written application if you would like your flexible working request to be considered under the formal procedure. Once we have received a request we will consider it.

6.2 Your written and dated application should be submitted to the Head Teacher and, in order to meet the requirements of the formal procedure and to help them to consider your request, should:

(a) state that it is a statutory flexible working request;
(b) provide as much information as you can about your current and desired working patterns, including working days, hours and start and finish times;
(c) give the date from which you want your desired working pattern to start;
(d) state whether you have made any previous formal requests for flexible working within the last 12 months, and if so, when; and
(e) be submitted in good time and ideally at least two months before you wish the changes you are requesting to take effect.

6.3 We might be able to agree your proposal in full without the need for a meeting (which is the next stage of the formal procedure). If that is the case, the Head Teacher will write to you, confirming the decision and explaining the changes that will be made to your contract of employment.

6.4 If your proposal cannot be accommodated, discussion between you and the Head Teacher may result in an alternative working pattern that can assist you.

**7. Formal Procedure: meeting**

7.1 Where your request needs further discussion, the Head Teacher will arrange to meet with you as soon as is practicably possible and without unreasonable delay after receiving your written application. The meeting

may also be attended by a member of the HR Department We will inform you if there is a delay in arranging this meeting.

7.2 You may bring a companion to the meeting if you wish who may be your trade union representative or a work colleague. Your companion will be entitled to speak during the meeting and confer privately with you, but may not answer questions on your behalf.

7.3 The meeting will take place in private and can be held in person or remotely via online video conferencing, or where neither are possible, via telephone call. The content of the meeting and the way it is conducted should allow a reasonable discussion and consideration of the request. An accurate record of the discussion will be kept in writing.

7.4 The meeting will be used to discuss the working arrangements you have requested. During the meeting we will jointly consider and discuss any alternative flexible working options that may be available and suitable for both you and the organisation if the original request cannot be met.

**8. Formal procedure: decision**

8.1 Following the meeting, the Head Teacher will consider your request carefully and notify you of the decision in writing as soon as possible.

8.2 Each request will be considered on a case by- -case basis; agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working patterns.

8.3 If your request is accepted, the Head Teacher will discuss with you how and when the changes might best be implemented and will confirm these in writing. Such confirmation will include details of the new working arrangements, details of any trial period, an explanation of changes to your contract of employment and the date on which they will commence. You will be asked to sign and return a copy of the letter. This will be placed on your personnel file to confirm the variation to your terms of employment. There may also be some additional practical matters, such as arrangements for handing over work, that your Head Teacher will discuss with you.

8.4 The Head Teacher may suggest starting new working arrangements under an initial trial period to ensure that they meet your needs and those of the Trust. We will set a review date to meet with you again shortly before the end of the trial period to discuss how the new arrangements are working.

8.5 Unless otherwise agreed (and subject to any agreed trial period) changes to your terms of employment will be permanent. You will only be able to make one other formal request until 12 months after the date of your most recent request.

8.6 If the Head Teacher needs more time to make a decision, they will discuss this with you. For example, they may need time to investigate how your request can be accommodated or to consult several members of staff.

8.7 Following the consultation meeting at section 7, and where, due to business and operational requirements, we are unable to agree to a request, the Head Teacher will write to you:

(a) giving the business reason(s) for turning down your application;
(b) explaining why the business reasons apply in your case; and
(c) setting out the appeal procedure.

8.8 If we reject a request it will be for one or more of the following eight business reasons:

(a) the burden of additional costs;
(b) detrimental effect on ability to meet pupil and/or Trust demand;
(c) inability to reorganise work among existing staff;
(d) inability to recruit additional staff;

(e) detrimental impact on quality;
(f) detrimental impact on performance;
(g) insufficiency of work during the periods that you propose to work; and
(h) planned changes.

8.9 We will also set out such additional information as is reasonable to help explain the decision.

**9. Formal procedure: appeal**

9.1 You may appeal against the decision if your request is rejected, or an alternative arrangement from the one you requested is offered. For example, this may be on the grounds that new information is now available that was not available to be considered or if you feel your request was not handled reasonably in line with this policy.

9.2 Your appeal must:
(a) be in writing and dated;
(b) set out the grounds on which you are appealing; and
(c) be sent to the Head Teacher within 14 days of the date on which you received the written rejection of your request.

9.3 The Head Teacher will arrange for a meeting to take place as soon as possible following receipt of your appeal. The meeting will be held at a convenient time for all those attending and, as at the meeting that considered your request, you may be accompanied by a companion who may be your trade union representative or another work colleague.

9.4 Where possible, the appeal meeting will be conducted by another Head Teacher of the Trust or the CEO who has not been previously involved in considering your request.

9.5 You will be informed in writing of the appeal decision as soon as possible following the appeal meeting.

9.6 If your appeal is upheld, you will be advised of your new working arrangements, details of any trial period, an explanation of changes to your contract of employment and the date on which they will commence. You will be asked to sign and return a copy of the letter. This will be placed on your personnel file to confirm the variation to your terms of employment. There may also be some additional practical matters, such as arrangements for handing over work, that your Head Teacher will discuss with you.

9.7 You should be aware that changes to your terms of employment will be permanent and you will only be able to make one other formal request until 12 months after the date of your original application.

9.8 If your appeal is rejected, the written decision will give the business reason(s) for the decision and explain why the reason(s) apply in your case. You will only be able to make one other formal request until 12 months after the date of your original application.

**10. Timescales**

10.1 Requests will be dealt with within a period of two months from first receipt to notification of the decision on appeal.

10.2 As a guide and to help ensure that requests are dealt with within this timescale:
(a) a meeting will normally be held with you within 14 days of your request being received;
(b) you will normally be informed in writing of the decision within 14 days of the meeting; and
(c) where an appeal is lodged, an appeal meeting will normally take place within 14 days of receipt of the appeal and the outcome will be notified in writing within 14 days of the meeting.

10.3 However, there may be exceptional occasions when it is not possible to complete the procedure within this time limit. Where an extension of time is agreed with you, the Head Teacher will write to you confirming the extension and the date on which it will end.

10.4 If you withdraw a formal request for flexible working, you will only be eligible to make one other formal request for 12 months from the date of your original request.

10.5 In certain circumstances, a request made under the formal procedure will be treated as withdrawn. This will occur if:

(a) you fail to attend a meeting and a re-arranged meeting, or an appeal meeting and a re-arranged appeal meeting, without good cause; or

(b) you unreasonably refuse to provide information we require to consider your request, without good cause.

In such circumstances, the Head Teacher will write to you confirming that the request has been treated as withdrawn.

**11. Making an informal flexible working request**

11.1 Employees who are ineligible to make a formal request as they have already made two requests within the last 12 months, and who wish to make an informal request for flexible working may make a request to Head Teacher, who will consider it according to our business and operational requirements.

11.2 It will help your Head Teacher to consider your request if you:

(a) make your request in writing and confirm whether you wish any change to your current working pattern to be temporary or permanent;

(b) provide as much information as you can about your current and desired working pattern, including working days, hours and start and finish times, and give the date from which you want your desired working pattern to start.

11.3 Your Head Teacher will advise you what steps will be taken to consider your request, which may include inviting you to attend a meeting, before advising you of the outcome of your request and the impact on your contract of employment.

**12. Retention and data protection**

As part of the application of this policy, the [school/academy/trust] may collect, process, and store personal data in accordance with our data protection policy. We will comply with the requirements of data protection legislation (including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations, and secondary legislation, as amended or updated from time to time). Records will be kept in accordance with Retention Schedule and in line with the requirements of the data protection legislation.

## Schedule 7 No Smoking and no vaping policy

### 1. About this policy

1.1 We are committed to protecting the health, safety and welfare of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.

1.2 We accept that it is an individual's choice to smoke. However, our staff are role models for our pupils and smoking is not a healthy choice for pupils to make. It is our expectation that staff comply with this policy for this reason as well as to ensure the Trust meets its obligations under the relevant legislation.

1.3 All our workplaces (including our vehicles) are smoke-free, and all staff, pupils and visitors have a right to a smoke free environment.

1.4 This no-smoking and no-vaping policy complies with the Health Act 2006 and associated regulations, and the Tobacco and Vapes Act 2025. We are committed to a programme of action to make this policy effective and to bring it to the attention of staff.

1.5 This policy does not form part of any employee's contract of employment and it may be amended at any time.

### 2. Personnel responsibilities

2.1 The Trust Board has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for its operation to the CEO. Any questions concerning the operation of this policy should be directed to the CEO. Responsibility for monitoring and reviewing the operation of this policy and any recommendations for change to minimise risks to our operations also lies with the CEO.

2.2 All managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the standards of behaviour expected of them, and to take action when behaviour falls below its requirements.

2.3 All staff must comply with and support this policy. The person named in paragraph 2.1 will have responsibility for informing all staff, consultants, and contractors of the policy and their role in the implementation and monitoring of the policy.

### 3. Implementation of the policy

3.1 Smoking, vaping, and the use of oral nicotine products are banned at our Trust. The ban applies to anything that can be smoked, vaped, or used as an oral nicotine product and includes, but is not limited to, cigarettes (including hand-rolled tobacco), electronic cigarettes and vaping devices (including disposable, rechargeable, and pod-based devices), heated tobacco products, nicotine pouches), pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes and any other product designed to deliver nicotine or any other substance by smoking, vaping, or oral absorption. This includes single-use disposable vaping devices, the supply of which has been prohibited in England since 1 June 2024.

3.2 No-smoking signs are displayed at the entrances to our academies.

3.3 Staff may only smoke outside of the Trust and outside of the exclusion area during authorised breaks. When smoking outside, staff should ensure that they dispose of cigarette butts and other litter appropriately.

3.4 Staff must not promote smoking in any form to pupils. This includes the purchasing of, selling to, or sharing of cigarettes or other products that can be smoked as described in 3.1 to any pupil regardless of whether they are of a legal age to smoke.

3.5 Staff must not use any product falling within clause 3.1 in the presence of pupils, including during school trips, activities, and events.

3.6 Staff must not smoke with pupils.

3.7 Staff using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban. Any questions concerning these provisions should be directed to the person named in paragraph 2.1.

3.8 If the vehicle is being used for private purposes, it is a criminal offence to smoke in the presence of any passenger under the age of 18. For the purposes of the legislation, driving includes sitting in a stationary car with the engine running. However, staff should not smoke, vape, or use any product covered by paragraph 3.1 in any vehicle in which a pupil is present, even where the engine is switched off.

3.9 We are committed to making this policy effective, and to promoting a healthy working environment. Staff who experience particular difficulties in complying with this policy should discuss their situation with their line manager or the person named in paragraph 2.1. Alternatively, please see below signposts for cessation support.

3.10 **NHS Stop Smoking Services** (available free of charge through NHS primary care and online at www.nhs.uk/better-health/quit-smoking).

3.11 The **NHS Swap to Stop scheme** (launched in 2023), under which the NHS provides free vaping starter kits to smokers who wish to switch as a step towards quitting - this is particularly relevant to a vaping-inclusive policy.

3.12 The Trust's employee assistance programme (EAP), or occupational health support available through the school.

## 4. Breaches of the policy

4.1 Breaches of this policy will be dealt with under our disciplinary procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

4.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

## Schedule 8 Managing stress and promoting positive mental health and wellbeing policy

### 1. Introduction

1.1 The Raedwald Trust has developed a managing stress and wellbeing policy to manage its obligations to promote positive mental health and wellbeing of all staff. It covers our commitment to protect the health, safety, and wellbeing of our staff; the responsibilities of managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues the range of support available for the maintenance of mental health and organisational commitment to handling individual issues.

1.2 The aim of this policy is to describe the Trust's commitment to promoting positive mental health and wellbeing of staff in its broadest, holistic sense, setting out how the Trust fulfil our legal obligations, the responsibilities of different functions and specialists and the range of services available to help staff maintain health and wellbeing. The Trust recognises that wellbeing and performance are linked. Improving staff's ability to handle pressure and to balance work and home life will ultimately lead to improved performance.

1.3 The Trust recognises the importance of identifying and tackling the causes of work-related stress. We also recognise that personal stress, while unrelated to the workplace, can adversely affect the wellbeing of staff at work.

1.4 Mental wellbeing is relevant for all staff, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health issues, the Trust can improve the general wellbeing of staff, reduce absenteeism, lower staff turnover and increase productivity.

1.5 This procedure does not form part of any employee's contract of employment, and it may be amended at any time. We may vary any of the provisions detailed within this policy without consultation. It has been formally adopted by the Trust Board.

1.6 Any information you provide to us about your health will be processed in accordance with our Data Protection Policy. We recognise that such data is sensitive and will handle it in a confidential manner. We will comply with the requirements of data protection legislation (including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations and secondary legislation, as amended or updated from time to time). Records will be kept in accordance with our Retention Schedule and in line with the requirements of data protection legislation.

### 2 Who is covered by the policy?

2.1 The procedure applies to all employees regardless of length of service. It also applies to any agency workers, casual staff, self-employed contractors/consultants, and volunteers.

### 3 Legal obligations

3.1 Raedwald Trust have a legal duty to take reasonable care to ensure that your health is not put at risk by excessive pressures or demands arising from the way work is organised.

3.2 This policy takes account of our obligations under the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, Protection from Harassment Act 1997, Working Time Regulations 1998 and Equality Act 2010.

### 4 Understanding stress and mental health

4.1 Stress is the adverse reaction people have to excessive pressures or demands placed on them. Sustained over a period of time, stress can lead to mental and/or physical illness.

4.2 Mental health is a term used to describe our emotional, psychological, and social wellbeing; it affects how we think, feel and act and how we cope with the normal pressures of everyday life. Positive mental health

is rarely an absolute state since factors inside and outside work affect mental health, meaning that we move on a spectrum that ranges from being in good to poor mental health.

4.3 There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when pressure becomes excessive it produces stress and undermines mental health.

4.4 Pressures outside the workplace, whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries, can result in stress and poor mental health. They can also compound normal workplace pressures.

4.5 We recognise that individuals react to similar situations in different ways and that what triggers stress and poor mental health varies from person to person.

## 5 Our approach to mental wellbeing

5.1 We will:

5.1.1 Promote a culture of open communication by providing both formal and informal channels through which staff can raise concerns.

5.1.2 Take account of stress and mental wellbeing when planning and allocating workloads. We will provide opportunities to discuss these through our appraisal processes and wellbeing checks.

5.1.3 Monitor working hours and overtime to ensure that staff are not overworking and monitor holidays to ensure that staff are using their entitlement appropriately.

5.1.4 Ensure risk assessments include, or specifically address work-related stress.

5.1.5 Facilitate requests for flexible working where reasonably practicable in accordance with our Flexible Working Policy.

5.1.6 Consider reasonable adjustments on a temporary or permanent basis, and in conjunction with relevant medical advice, where employees have advised us of concerns regarding their mental health.

5.1.7 Ensure that in any workplace reorganisation our change management processes are designed to minimise uncertainty and stress.

5.1.8 Implement policies and procedures to address factors that can cause or worsen stress in particular so that we can provide a workplace free from harassment, bullying and victimisation and address inappropriate behaviour through disciplinary action.

5.1.9 Provide training to help all staff understand and recognise the causes of work-related stress and mental ill health, the impact of stress from factors in everyday life and the steps they can take to protect and enhance their own mental wellbeing and that of their colleagues.

5.1.10 Provide support services such as wellbeing check ins, occupational health and employee assistance programme (EAP) for staff affected by or absent by reason of stress.

## 6 Responsibilities

6.1 Employees

All staff should ensure that they are familiar with this policy and act in accordance with its aims and objectives. Staff should plan and organise their work to meet personal and organisational objectives and co-operate with support, advice, and guidance that may be offered by line managers or Central HR. Anyone

who experiences, or is aware of a situation that may result in work-related stress or undermine mental wellbeing at work should speak to their line manager or Central HR.

6.2 Line managers

All line managers have a responsibility to recognise potential issues of work-related stress or mental ill health in the staff they manage. They should seek advice from Central HR in the event that they have concerns. All managers should provide support to staff by working with Central HR and through making appropriate referrals to the Occupational Health Department. In particular, they need to:

- Promote a culture of open communication.
- Effectively plan and provide feedback on performance.
- Ensure that staff receive necessary training and support.
- Monitor workloads and reallocate work where necessary.
- Ensure that staff understand the standards of behaviour expected of them and others, and act on behaviour that falls below those standards.

6.3 Human resources support

The Trust will engage with their HR support to develop Trust-wide policies and procedures, to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

The Trust operates practices and policies that ensure staff are able to achieve a satisfactory balance between their work and other commitments and adhere to the working limits set out in the Working Time Regulations 1998.

6.4 Occupational health

The Trust has engaged occupational health professionals who will provide a comprehensive service designed to help staff stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from the Trust, liaising with GPs and working with individuals to help them to retain employment/engagement.

Occupational health professionals will play a critical part in developing rehabilitation plans for staff returning to work after absences related to mental ill health, and work with GPs and line managers on designing/amending jobs and working environments to ensure that rehabilitation is successful. Advice will also be taken from our occupational health professionals regarding design and implementation of any suitable health promotion and lifestyle behaviour management programmes, including initiatives on managing pressure and ongoing health conditions at work.

6.5 Employee assistance programme provider

The provider of external employee assistance services is Education Support EAP, tel: 08000 856 148, they will alert the Trust's management to clusters or 'hotspots' of psychological risk in the organisation, drawing on anonymised data provided by calls to its 24-hour helpline and information from face-to-face counselling with staff.

## 7 Health promotion initiatives

7.1 The Trust runs a range of initiatives in partnership with an external provider, Harmonious Society, to raise awareness of health and lifestyle issues affecting mental health and wellbeing. The CEO will have primary responsibility for leading these programmes, but line managers and staff will be expected to participate. These programmes will be evaluated to determine their effectiveness.

## 8 Training and communications

8.1 Line managers and staff should regularly discuss individual training needs to ensure that staff have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

8.2 Line managers will receive training so they are able to recognise the symptoms and causes of mental ill health.

8.3 Staff will receive training in mental health awareness, so they are able to recognise the symptoms of mental ill health in themselves and others in addition to recognising causes.

8.4 Managers and staff are encouraged to participate in communication/feedback exercises. All staff are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and Trust-wide methods. The Trust will ensure that structures exist to give staff regular feedback on their performance, and for them to raise concerns.

8.5 The Trust will consider special communication media during periods of Trust change.

**9 Occupational health support**

9.1 Central HR can contact the organisation's occupational health service. Staff can also speak to their line managers if they would like to be considered for support from occupational health. Various occupational services are available and will be considered on an individual basis.

9.2 Workplace wellbeing services provided by the occupational health team include:

- Pre-employment screening.
- Fitness-for-work assessments.

9.3 If staff believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or Central HR. The discussion should cover workload and other aspects of job demands and raise issues such as identified training needs.

9.4 A referral to the occupational health team will be made if this is considered appropriate after an individual's initial discussion with their manager or Central HR. Discussions between staff and the occupational health professionals are confidential, although the occupational health team will provide a report on the individual's fitness to work, and any recommended adaptations to the working environment, to the Trust.

**10 Other services**

10.1 Other measures available to support staff in maintaining health and wellbeing include:

- An employee assistance programme – Education Support tel: 08000 856148
- Procedures for reporting and handling inappropriate behaviour (for example bullying and harassment).
- Special leave arrangements (please refer to the Sickness Absence Policy).
- Opportunities for flexible working (please refer to the Flexible Working Policy).
- Support for workers with disabilities; and
- The Trust's Grievance Policy.
- Help and information can also be obtained from Mind, the mental health charity: www.mind.org.uk or the Samaritans: www.samaritans.org.

10.2 If any member of staff is considered by their line manager or colleagues to be at serious risk of self-harm, or of harming others, action must be taken straight away. The matter should be referred to Central HR who will seek medical advice [from the occupational health department] if that is reasonably practicable. Every effort will be made to contact any person nominated by the member of staff as an emergency contact. Where necessary the emergency services will be called. The wellbeing of the member of staff and those around them will always be our first concern.

## 11 Addressing work-related stress

11.1 If you believe you are suffering from work-related stress you should discuss this with your line manager in the first instance. If you feel unable to do so you should contact Central HR. You should also access the support services referred to in clauses 9 and 10..

11.2 Once an issue affecting your health comes to the attention of Central HR, we will discuss with you what steps can be taken to address that issue. Those steps may include any of the following:

- A review of your current job role, responsibilities, workload and working hours. Adjustments may be agreed to these, on a temporary basis and subject to further review, where appropriate.
- Where it appears that stress has been caused by bullying or harassment, investigation under our disciplinary and/or grievance procedures.
- Referral for medical advice, treatment and/or a medical report to be provided by the occupational health department, our medical advisers or any specialist or GP who has been treating you.
- If you are on sickness absence, discussion of an appropriate return to work programme. Our sickness absence policy may be applied.

## 12 Absence due to stress or mental ill health

12.1 If you are absent due to work-related stress or mental ill health, you should follow the sickness absence reporting procedure contained in your contract and our Sickness Absence Policy.

12.2 In cases of prolonged or repeated absence it may be necessary to apply the procedure set out in our Sickness Absence Policy.

## 13 Reasonable adjustments

13.1 There may be reasonable adjustments that can be made to your role if you are experiencing a mental health issue. These adjustments could be on a temporary basis, or they could be permanent changes. Examples of the types of adjustments that can be considered are as follows:

- Changes to your physical working environment.
- Changes to your working pattern.
- Adapting the way our policies are applied.
- Reviewing tasks or deadlines to help someone have a reasonable workload while managing their mental health.
- Providing rest areas away from the main staff room to allow an employee to rest away from social demands.
- Modifying supervision to provide regular check-ins, prioritising work, and creating structure in the working day.
- Providing training or coaching to build confidence in skills relevant to the job.
- Agreeing a preferred communication method to help reduce anxiety.

## 14 Confidentiality

14.1 Information about stress, mental health and mental wellbeing is highly sensitive. Every member of staff is responsible for observing the high level of confidentiality that is required when dealing with information about stress or mental health, whether they are supporting a colleague, or because they are otherwise involved in the operation of a workplace policy or procedure.

14.2 A breach of confidentiality may give rise to disciplinary action.

14.3 However, there are occasions when information about stress or mental wellbeing needs to be shared with third parties. For example:

- Where steps need to be taken to address work-related stress such as reallocating work within a team.
- Where medical advice is required on how to support a member of staff, address issues raised by work-related stress or address issues raised by mental ill health.

- Where allegations of harassment, bullying, or other misconduct require a disciplinary investigation or proceedings to take place.
- Where a member of staff presents an immediate danger to themselves or others.

14.4 In these circumstances, wherever possible, matters will be discussed with the member of staff concerned before any action is taken.

**15 Protection for those reporting stress or assisting with an investigation**

15.1 Staff who report that they are suffering from work-related stress or mental ill health, who support a colleague in making such a report, or who participate in any investigation connected with this policy in good faith will be protected from any form of intimidation or victimisation.

15.2 If you feel you have been subjected to any such intimidation or victimisation, you should seek support from Central HR. You may also raise a complaint in accordance with our Grievance Procedure.

15.3 If, after investigation, you are found to have provided false information in bad faith, you will be subject to action under our Disciplinary Procedure.

**16 Relationship with other policies**

16.1 This policy should be read in conjunction with other policies and procedures within this handbook.

## Schedule 9 Substance (alcohol and drugs) misuse policy

### 1. Introduction

1.1 The Raedwald Trust is committed to providing a safe and healthy work environment for all employees, so that they are able to carry out their jobs safely and effectively.

1.2 All employees are expected to arrive at work fit to carry out their jobs, and be able to perform their duties safely without any limitations due to the use or aftereffects of alcohol or drugs (whether prescribed, over the counter, psychoactive (or mind altering) substances, or illegal substances). Misuse of alcohol and drugs can lead to increased absences, reduced performance, impaired judgement and decision making, damage to relationships and increased health and safety risks, not only for the individual but also for our pupils and colleagues. Irresponsible behaviour resulting from the misuse of alcohol or drugs may also damage pupil outcomes and the Trust's reputation.

1.3 This policy does not form part of an employee's contract of employment and may be amended following a period of consultation.

### 2. Scope and purpose of policy

2.1 This policy covers all employees of the Raedwald Trust.

2.2 The purpose of the policy is to set out the rules and arrangements for managing alcohol and drug related issues. The policy sets out what action the Trust will take and/or support offered to employees where alcohol and drug related problems are affecting their health, attendance, safety, and work performance[1]. Managers will make a judgment about whether an employee is deemed to be under the influence of alcohol or drugs affecting performance.

2.3 The aim of implementing this policy is to ensure all employees are:

(a) Aware of their responsibilities regarding alcohol and drug misuse.
(b) Encouraged to seek help, in confidence, at an early stage.
(c) Dealt with sympathetically, fairly, and consistently.
(d) Clear about what action will be taken to ensure the safe and efficient running of the Trust.

### 3. Identifying a problem

3.1 Managers have a role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse. Where there is considered to be deterioration in work performance and/or changes in patterns of behaviour which may be due to alcohol or drug misuse, managers should take action and also seek advice from Central HR.

3.2 If an employee arrives at work and a manager reasonably believes that they are under the influence of alcohol or drugs, the employee shall immediately be taken to a quiet office so that an investigation of the circumstances can be undertaken.

3.3 Employees should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem. Instead, they should encourage their colleague to seek assistance through their manager or, if they will not, the employee should raise it themselves with their own manager.

3.4 An employee who believes they have an alcohol or drug-related problem, should seek specialist advice and support as soon as possible.

3.5 External sources of support are available including our employee assistance programme – further advice can be obtained from Central HR.

[1] It does not apply to 'one-off' incidents or offences caused by alcohol or drug misuse at/or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our disciplinary procedure.

## 4. Rule on alcohol and drugs at work

4.1 Employees are not allowed to drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

4.2 The Trust expects all employees to comply with the drink-driving legislation at all times. Committing a drink-driving offence outside or during working hours or while working for the Trust may lead to action under our Disciplinary Procedure and could result in dismissal.

4.3 You should always take steps to ensure that you are well within the legal drink-drive alcohol limit if you are going to be driving home after an event or in the morning after an event.

4.4 The Trust may occasionally arrange school social functions. If an employee attending such a function behaves inappropriately or brings the school into disrepute due to their actions, following the consumption of alcohol/drugs, then the conduct may be regarded as taking place in the workplace, and as a result disciplinary action may be appropriate. At student functions, for example the school prom, employees are not permitted to drink alcohol.

4.5 When attending school trips including residential visits either in this country or abroad, employees are considered to be working and so the consumption of alcohol is not permitted. However during longer-term residential visits, more than two nights, 'off-duty' time may be agreed by the party leader and during this time, alcohol may be consumed as long as it does not impact on the employee's ability to make professional decisions should they be required to be 'on-duty'. Employees should not drink alcohol in front of the children even if deemed to be 'offduty'. The party leader reserves the right to prevent any alcohol consumption by employees on a trip should it be deemed necessary to ensure the safety and welfare of all those on the trip. Inappropriate behaviour on trips may result in disciplinary action.

4.6 If an employee is prescribed medication, they must seek advice from their GP or pharmacist about the possible effect on their ability to carry out their job and whether their duties should be modified. If so, they must tell their line manager without delay. This obligation also applies where there is any subsequent change in medication, dosage, or treatment that may affect the employee's ability to perform their duties safely and effectively.

4.7 The use of e-cigarettes and vaping products on Trust premises is governed by the Trust's No Smokinga and No Vaping Policy. Vaping products that contain controlled substances (including, for the avoidance of doubt, cannabis-infused vaping products) will be treated as illegal substances for the purposes of this policy.

## 5. Searches

5.1 Where the school has reasonable suspicion that a member of staff has prohibited goods on school property, the Trust reserves the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to our address which are on Trust premises.

5.2 Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the disciplinary procedure.

5.3 If you are found in possession of illegal drugs during your working hours, or at a work-related event, we will report the matter to the police.

5.4 Where substance misuse by a member of staff gives rise to concerns about the safety or welfare of pupils, the matter will be managed in accordance with the Trust's Managing Allegations Against Adults Policy and the Disciplinary Procedure.

## 6. Management and support of substance abuse problems

6.1 When a problem affecting conduct or performance is first identified, the employee will be invited to a disciplinary investigation meeting with their manager. The purpose of the meeting is to discuss concerns, establish the facts, and seek their employee's views on, for example, the deterioration of work performance and/or behaviour.

6.2 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore the Trust will seek, where appropriate, to treat these problems in a similar way to other health issues. Support may be provided at this point, in order to aid a full recovery, allowing a return to work/effective performance and the full range of duties. The manager may decide to offer a referral to the occupational health service for medical and/or specialist advice before deciding what further action to take. Other support that could be offered includes:

(a) Time off work to attend treatment as recommended by the occupational health service.

(b) Adjusting duties or other support as recommended by the occupational health service during treatment and for an agreed period thereafter, subject to operational requirements and feasibility.

6.3 If, having acknowledged an alcohol or drug-related problem, the employee undertakes treatment and/or rehabilitation, the Trust may decide to suspend the disciplinary process, pending the outcome of the treatment.

6.4 If, as the result of the investigation meeting, the manager continues to believe that the employee is suffering the effects of alcohol or drugs misuse, but the employee refuses an offer of referral or support, the disciplinary process will continue.

6.5 If an employee does not finish a programme of treatment because they stop attending, or the recovery and return to work does not happen as anticipated at the outset of a course of treatment, the manager may reinstate the disciplinary process.

6.6 Where performance and/or conduct does not improve, or continues to deteriorate despite support, the Trust will take disciplinary action.

## 7. Confidentiality and data protection

7.1 We aim to ensure that the confidentiality of any employees experiencing alcohol or drug-related problems is maintained appropriately by managers, and where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting employees, some degree of information sharing is likely to be necessary. As part of the application of this policy, the Trust may collect, process, and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of data protection legislation (including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations, and secondary legislation, as amended or updated from time to time) in the collecting, holding, and sharing of information in relation to our workforce. Records will be kept in accordance with our Retention Schedule and in line with the requirements of the data protection legislation.

## Schedule 10 IT and communications systems policy

**1. About this policy**

1.1 Our IT and communications systems are intended to promote effective communication and working practices. This policy outlines the standards you must observe when using these systems, when we will monitor their use, and the action we will take if you breach these standards.

1.2 Breach of this policy may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

**2. Equipment security and passwords**

2.1 You are responsible for the security of the equipment allocated to or used by you, and you must not allow it to be used by anyone other than in accordance with this policy. You should use passwords on all IT equipment, particularly items that you take out of the office. You should keep your passwords confidential.

2.2 You must only log on to our systems using your own username and password. You must not use another person's username and password or allow anyone else to log on using your username and password.

2.3 If you are away from your desk you should log out or lock your computer. You must log out and shut down your computer at the end of each working day.

2.4 At Raedwald Trust we use a high security password system to access emails and files. 2 step authentication is enabled for all staff accounts. This is either by text message or by the Microsoft Authenticator app. Many staff can use the mobile phone Raedwald Trust provides to accept the PIN code via text message or to use the authenticator app. Some staff are not provided with a work mobile phone due to the nature of their specific contract. In this case we expect staff to use their own personal mobile phone to receive the text message containing the PIN or to use the authenticator app. There are no additional costs incurred by staff using their own mobile phone. No confidential or work related data is sent via the text message.

**3. Loan Equipment**

3.1 When staff are issued a new device (laptop, laptop charger, mobile phone, mobile phone charger) they must complete a Loan of Equipment Form.

3.2 All Trust property on loan to members of staff remains the property of the Trust. The Trust reserves the right to recall any such property for inspection, repair, testing or any other purpose deemed necessary.

3.3 On request all property must be returned immediately. If equipment is damaged whilst on loan, the full or partial costs of repair or replacement of that equipment may be charged to the borrower.

3.4 Trust property must not be used in any private enterprise, organization or business.

3.5 Trust property must not be used by any person or persons for personal gain or reward.

3.6 Persons leaving the employment of the Trust must return borrowed equipment immediately to the Central office.

3.7 It is the responsibility of the staff borrowing equipment to inspect the equipment before it leaves the Trust, all or any defects, marks or flaws should be noted and reported at once and attached to the form.

3.8 All equipment returned must be inspected and should be in the same condition that it left the Trust. The cost of repairing any damage may be charged to the borrower.

3.9 Staff borrowing equipment has a duty to ensure that Trust property is kept safe and secure at all times. It must not be left unattended in a vehicle.

3.10 Property must not be passed on to a third part under any circumstances, unless sanctioned by the Trust.

**5. Systems and data security**

5.1 You should not delete, destroy or modify existing systems, programs, information or data (except as authorised in the proper performance of your duties).

5.2 You must not download or install software from external sources without authorisation from your line manager. Downloading unauthorised software may interfere with our systems and may introduce viruses or other malware.

5.3 You must not attach any device or equipment including mobile phones, tablet computers or USB storage devices to our systems without authorisation from the CEO.

5.4 We monitor all e-mails passing through our system for viruses. You should exercise particular caution when opening unsolicited e-mails from unknown sources. If an e-mail looks suspicious do not reply to it, open any attachments or click any links in it.

5.5 Inform your line manager immediately if you suspect your computer may have a virus.

**6. E-mail**

6.1 Adopt a professional tone and observe appropriate etiquette when communicating with third parties by e-mail. You must comply with the published email signature.

6.2 Remember that e-mails can be used in legal proceedings and that even deleted e-mails may remain on the system and be capable of being retrieved.

6.3 You must not send abusive, obscene, discriminatory, racist, harassing, derogatory, defamatory, pornographic or otherwise inappropriate e-mails.

6.4 You should not:

a. send or forward private e-mails at work
b. send or forward chain mail, junk mail, cartoons, jokes or gossip;
c. contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to others who do not have a real need to receive them; or
d. send messages from another person's e-mail address (unless authorised) or under an assumed name;
e. use a personal device to access Raedwald Trust emails.

6.5 Do not use your own personal e-mail account to send or receive e-mail for the purposes of our business. Only use the e-mail account we have provided for you.

6.6 Do not log into any personal accounts on your RT devices.

6.7 Do not log into any RT account on your personal devices.

**7. Using the internet**

7.1 Internet access is provided for business purposes and is filtered and monitored.

7.2 You should not access any web page or download any image or other file from the internet which could be regarded as illegal, offensive, in bad taste or immoral. Even web content that is legal in the UK may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed

the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

7.3 We may block or restrict access to some websites at our discretion.

**8. Monitoring**

8.1 Our systems enable us to monitor telephone, e-mail, voicemail, internet and other communications. For business reasons, and in order to carry out legal obligations in our role as an employer, your use of our systems including the telephone and computer systems (including any personal use) may be continually monitored by automated software or otherwise.

8.2 Our enhanced smoothwall filtering software monitors internet usage on Trust-issued devices both for on-site use and off-site use. This includes the monitoring of keystrokes on and off-site.

8.3 Raedwald Trust devices must only be used for work purposes. Inappropriate usage that violates the terms of this policy will be notified to the CEO and may result in disciplinary action pursuant to our staff disciplinary policy.

8.4 We reserve the right to retrieve the contents of e-mail messages or check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the business, including for the following purposes (this list is not exhaustive):

(a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this policy;
(b) to find lost messages or to retrieve messages lost due to computer failure;
(c) to assist in the investigation of alleged wrongdoing; or
(d) to comply with any legal obligation.

8.5 Further information in regards to the storage, retention and processing of this data can be found in the Trust's staff privacy notice.

**9. Prohibited use of our systems**

9.1 Misuse or excessive personal use of our telephone or e-mail system or inappropriate internet use will be dealt with under our Disciplinary Procedure. Misuse of the internet can in some cases be a criminal offence.

9.2 Creating, viewing, accessing, transmitting or downloading any of the following material will usually amount to gross misconduct (this list is not exhaustive):

(a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
(b) offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or to our clients;
(c) a false and defamatory statement about any person or organisation;
(d) material which is discriminatory, offensive, derogatory or may cause embarrassment to others (including material which breaches our Equal Opportunities Policy or our Anti-harassment and Bullying Policy);
(e) confidential information about us or any of our staff or clients (except as authorised in the proper performance of your duties);
(f) unauthorised software;
(g) any other statement which is likely to create any criminal or civil liability (for you or us); or
(h) music or video files or other material in breach of copyright.

**10. Mobile Device Management**

10.1 We use Mobile Device Management (MDM) software to help us locate and remotely manage some of our Raedwald Trust devices, even when they are being used away from a Raedwald Trust site. For example, being used at a staff member's home or in the community, like a public library.

10.2 We apply the MDM to the following devices;

- Staff laptops
- Staff RT mobile phones
- RT iPads

10.3 The MDM software will be used to mitigate the loss of data by remotely wiping a device and securely destroying the data. Therefore, the MDM system benefits will include;

- Track and wipe lost devices
- To identify a device OS system version remotely to check that it has the most recent and secure operation system
- Supports the inventory

10.4 When and how we will use it

- When the device is on, the device cannot be tracked when it is off.
- To track the location of a device that has been lost or stolen so it can be retrieved.
- To remotely wipe a device that cannot be retrieved when we wish to delete data from the device.
- We may use MDM to help identify the location of a member of staff e.g. lone working staff, when authorisation has been given by the CEO, CFO or Trust PA.
- When directed by the police and through authorisation by the CEO, CFO or Trust PA.

**11. Leavers**

11.1 All Raedwald Trust equipment will be remotely wiped at the end of your last day of employment.

## Schedule 11 Social media policy

**Please also refer to the RT Code of Conduct published on the policies section of the Raedwald Trust website.**

### 1. Policy statement

1.1. We recognise that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, X (formerly Twitter), TikTok, gaming platforms, blogs, and wikis. Employees should be aware that there are many more examples of social media than can be listed here, and this is a constantly changing area. Employees should follow these guidelines in relation to any social media that they use. However, employees' use of social media can pose risks to our ability to safeguard children and young people, protect confidential information and reputation, and can jeopardise our compliance with legal obligations. This could also be the case during off duty time.

1.2. Employees using social media are also potentially at risk of others misunderstanding the intent behind online communications or blurring of professional boundaries between children and young people and their parents or carers. This policy therefore sets out the Trust's expectations regarding the use of social media.

1.3. To minimise these risks, to avoid loss of productivity, and to ensure that our IT resources and communications systems are used only for appropriate business purposes, and that the use of personal devices does not have an adverse impact on our business, we expect employees to adhere to this policy.

1.4. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

### 2. Who is covered by this policy?

2.1. This policy covers all employees working at all levels and grades. It also applies to consultants, contractors, casual and agency staff and volunteers (collectively referred to as staff in this policy).

2.2. Third parties who have access to our electronic communication systems and equipment are also required to comply with this policy.

### 3. Scope and purpose of this policy

3.1. This policy deals with the use of all forms of social media, including Facebook, LinkedIn, X (formerly Twitter), WhatsApp, TikTok, Wikipedia, all other social networking sites, and all other internet postings, including blogs.

3.2. It applies to the use of social media for both business and personal purposes, whether during working hours or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to members of staff.

3.3. Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach. Any disciplinary action taken will be proportionate to the seriousness of the breach and will be taken in accordance with our disciplinary procedure. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation. This may involve providing access to relevant accounts or devices where lawful, necessary, and proportionate to the investigation. Staff will not be required to disclose personal passwords where this would infringe data protection or other statutory rights.

3.4. Staff may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

## 4. Personnel responsible for implementing the policy

4.1. The Trust Board has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for its operation to the CEO. Responsibility for monitoring and reviewing the operation of this policy and making recommendations for change to minimise risks also lies with the CEO.

4.2. All managers have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the standards of behaviour expected of them, and taking action when behaviour falls below its requirements.

4.3. All staff are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media should be reported to the CEO. Questions regarding the content or application of this policy should be directed to the CEO.

## 5. Compliance with related policies and agreements

5.1. Social media should never be used in a way that breaches any of our other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum. For example, employees are prohibited from using social media to:

5.1.1. Breach our ICT and Communications Policy.

5.1.2. Breach our obligations with respect to the rules of relevant regulatory bodies.

5.1.3. Breach any obligations they may have relating to confidentiality.

5.1.4. Breach our disciplinary rules.

5.1.5. Defame, disparage, or otherwise bring into disrepute the Trust] or its affiliates, Trustees, students, parents and carers, staff, business partners, suppliers, vendors, or other stakeholders. Employees should be aware that defamatory statements published online may also have legal consequences for them.

5.1.6. Harass or bully other staff in any way or breach our Anti Harassment and Bullying Policy and our Preventing Sexual Harassment at Work Policy. Employees should be aware that the Trust has a proactive legal duty to take reasonable steps to prevent sexual harassment of its employees, including in online environments.

5.1.7. Unlawfully discriminate against other staff or third parties or breach our Equality, Diversity and Inclusion Policy.

5.1.8. Breach our Data Protection Policy (for example, by disclosing personal information about a colleague online without their consent or other appropriate lawful basis).

5.1.9. Breach any other laws or ethical standards. For example, staff must never use social media in a false or misleading way, such as by claiming to be someone other than themselves or by making misleading statements. Staff should be particularly aware of the Online Safety Act 2023, which creates a number of criminal offences relating to harmful online communications, including (without limitation) offences relating to false communications, threatening communications, communications intended to cause serious psychological or physical harm, the non-consensual sharing of intimate images (including AI-generated intimate images), and cyberflashing. Conduct that may amount to a breach of relevant legislation via social media will be reported to the relevant authorities in addition to being addressed under our disciplinary procedure. A breach of criminal law is not a prerequisite for disciplinary action,

which may be taken where conduct falls below the standards expected by this policy regardless of whether any criminal threshold is met.

5.2. Staff should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the Trust and create legal liability for both the author of the reference and the Trust.

5.3. Employees who breach any of the above policies will be subject to disciplinary action up to and including termination of employment.

**6. Personal use of social media**

6.1. Personal use of social media is never permitted during working hours or by means of our computers, networks and other IT resources and communications systems.

**7. Monitoring and data protection**

7.1. The contents of our IT resources and communications systems, held in whatever media, including information and data held on computer systems, hand-held devices, tablets or other portable or electronic devices and telephones, relating both to the employer's own education provision or any pupils, clients, suppliers and other third parties with whom the employer engages or provides educational provision for, remains our property.

7.2. We may monitor, intercept, and review, without further notice, employee activities using our IT resources and communications systems, including but not limited to social media postings and activities, to comply with safeguarding requirements for filtering and monitoring, and to ensure that our rules are being complied with and are for legitimate business purposes. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, postings, logins, recordings, and other uses of the systems, as well as keystroke capturing and other network monitoring technologies. Such monitoring is carried out in accordance with the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the Information Commissioner's Office guidance on monitoring workers (as updated from time to time). Staff are informed of the nature and extent of any monitoring that may be undertaken through our Workforce Privacy Notice. Monitoring may be conducted without prior notice of each individual instance; however, the existence of the monitoring regime is communicated to all staff through our and staff should not use our IT resources and communications systems for any matter that they wish to keep private from the Trust.

7.3. We will comply with the requirements of applicable data protection legislation, including the UK General Data Protection Regulation, the Data Protection Act 2018, and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the monitoring of our IT resources and communication systems. Monitoring undertaken as set out in our Workforce Privacy Notice, which sets out how we will gather, process, and hold personal data of individuals during their employment with us. Our data protection policy also sets out how we will comply with data protection legislation.

7.4. In line with the requirements of data protection legislation, we may store copies of such data or communications for a period of time after they are created and may delete such copies from time to time without notice. Records will be kept in accordance with our Retention Schedule.

7.5. Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the Trust.

7.6. For further information, please refer to our ICT and Communications Policy.

## 8. Business use of social media

8.1. If your duties require you to speak on behalf of the Trust in a social media environment, you must still seek approval for such communication from the Trust PA, who may require you to undergo training before you do so and impose certain requirements and restrictions with regard to your activities.

8.2. Likewise, if you are contacted for comments about the Trust for publication anywhere, including in any social media outlet, direct the enquiry to the Trust PA] and do not respond without written approval.

8.3. The use of social media for business purposes is subject to the remainder of this policy.

8.4. A social media account will only be recognised as an official Raedwald Trust account where the Trust (or an appropriately designated person on its behalf) holds master-level access and exercises editorial responsibility for all content published on the account. Administrative access will be restricted to those staff required for its effective management. Official authorised accounts remain under the control of the Trust, which reserves the right to withdraw authorisation for, or permanently deactivate, any official account at its discretion.

8.5. Staff must not create or operate any social media account that incorporates the Trust's name, branding or any other associated identifier without formal authorisation in accordance with clause 8.4. Any breach of this requirement may result in disciplinary action, and staff who operate any such unauthorised account will be personally responsible for all content posted on it. Where any doubt arises, staff should seek clarification from the Trust PA before creating or operating the account.

8.6. Where officially authorised, accounts are used to process personal data, including names and photographs of individuals, there must be an appropriate lawful basis. Where consent is relied upon, checks must be made by staff uploading such personal data to ensure appropriate consents have been obtained prior to sharing, in accordance with our data protection policy.

## 9. Recruitment

9.1. In line with measures identified in statutory guidance relating to safeguarding practice, the Trust may conduct searches as part of its safer recruitment process; either themselves or through an appointed third party, on social media in order to identify anything said or done online that could give rise to a safeguarding concern. Any such searches will be carried out in a manner that is transparent, consistent and documented.

9.2. Management of online searches (either by carrying out the search or instructing a third party to do so), and the collation of information will be carried out independently from those managing the recruitment and selection process. Only information relevant to safeguarding concerns obtained from the search will be passed over for consideration during the recruitment process for use during the shortlisting process. Candidates will be informed that such searches may take place.

## 10. Responsible use of social media

10.1. The following sections of the policy provide staff with common sense guidelines and recommendations for using social media responsibly and safely and in order to protect staff and the Trust.

10.2. Employees' use of social media can pose risks to our ability to safeguard children and young people, protect our confidential information and reputation, and can jeopardise our compliance with our legal obligations. This could also be the case during off duty time. Staff should be aware of the Online Safety Act 2023, which establishes duties on online platforms to protect individuals, particularly children, from harmful online content.

10.3. Safeguarding children and young people:

10.3.1. You should not communicate with pupils over social network sites. You must block unwanted communications from pupils.

10.3.2. You should never knowingly communicate with pupils in these forums, or via personal email accounts or using your school email account where the communication is non-school related.

10.3.3. You should not interact with any ex-pupil of the Trust who is under 18 on such sites.

10.3.4. Communication with pupils should only be conducted through our usual channels. This communication should only ever be related to our business.

10.3.5. Social media is a recognised channel through which individuals may be exposed to extremist or radicalising content. Staff must not share, promote, endorse, or engage with content on social media that supports, glorifies or promotes terrorism, violent extremism or radicalisation. Staff who encounter content on social media that raises a concern about the radicalisation of a pupil, colleague, or other individual associated with the Trust must report this promptly to the designated safeguarding lead.

10.4. Protecting our business reputation:

10.4.1. Staff must not post disparaging, defamatory, or harassing statements about:

- Our Trust.
- Our students or their parents or carers.
- Our governors or staff.
- Suppliers and vendors.
- Other affiliates and stakeholders.

But staff should also avoid social media communications that might be misconstrued in a way that could damage our Trust's reputation, even indirectly.

10.4.2. Staff should make it clear in social media postings that they are speaking on their own behalf. Write in the first person and use a personal email address when communicating via social media.

10.4.3. Staff are personally responsible for what they communicate in social media. Remember that what you publish might be available to be read by the masses (including the Trust itself, future employers, and social acquaintances) for a long time. Keep this in mind before you post content.

10.4.4. If you disclose your affiliation as an employee of our Trust, you must also state that your views do not represent those of your employer. For example, you could state, "the views in this posting do not represent the views of my employer". You should also ensure that your profile and any content you post are consistent with the professional image you present to students and colleagues.

10.4.5. Avoid posting comments about sensitive Trust-related topics, such as our performance. Even if you make it clear that your views on such topics do not represent those of the Trust, your comments could still damage our reputation.

10.4.6. If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with your Head Teacher.

10.4.7. If you see content in social media that disparages or reflects poorly on our Trust or our stakeholders, you should print out the content and contact the CEO. All staff are responsible for protecting our Trust's reputation.

10.4.8. Nothing in this policy is intended to restrict lawful off-duty expression or trade union activities. However, conduct that has a clear and sufficient connection to the workplace, safeguarding responsibilities, or the reputation of the school/trust may be addressed under this policy.

10.5. Respecting intellectual property and confidential information:

10.5.1. Staff should not do anything to jeopardise our confidential information and intellectual property through the use of social media.

10.5.2. In addition, staff should avoid misappropriating or infringing the intellectual property of other companies and individuals, which can create liability for the Trust as well as the individual author.

10.5.3. Do not use our logos, brand names, slogans, or other trademarks, or post any of our confidential or proprietary information without prior written permission.

10.5.4. To protect yourself and the Trust against liability for copyright infringement, where appropriate, reference sources of particular information you post or upload and cite them accurately. If you have any questions about whether a particular post or upload might violate anyone's copyright or trademark, ask the CEO before making the communication.

10.5.5. You are not permitted to add business contacts made during the course of your employment to personal social networking accounts, such as Facebook accounts or LinkedIn accounts.

10.6. Respecting colleagues, students, parents and carers, governors, and other stakeholders:

10.6.1. Do not post anything that your colleagues or our students, parents and carers, governors, and other stakeholders would find offensive, including discriminatory or harassing comments, insults or obscenity.

10.6.2. Do not post anything related to your colleagues or our customers, clients, business partners, suppliers, vendors, or other stakeholders without their written permission.

10.7. Artificial intelligence and AI-generated content

10.7.1. The use of artificial intelligence (AI) tools, including generative AI platforms, to create, draft, or adapt content for publication on social media, (whether on official Trust accounts or personal accounts) carries specific legal and reputational risks. The provisions of this section apply to all staff and supplement the broader requirements of this policy.

10.7.2. Staff must not use AI tools to create, generate, publish, or share any image, video, audio recording or other content that purports to depict, or that realistically represents, any pupil, member of staff, parent or carer, governor or other individual connected with the Trust, without the express prior written consent of that individual (or, in the case of a pupil, their parent or carer). Staff should be aware that the sharing of non-consensual intimate images, including AI-generated intimate images, without the consent of the person depicted constitutes a criminal offence under the Online Safety Act 2023. The legal framework governing the creation and distribution of AI-generated intimate images is continuing to develop and staff should be aware that conduct of this nature may give rise to both criminal liability and serious disciplinary consequences. Any suspected commission of such an offence will be reported to the relevant authorities in addition to being addressed under our disciplinary procedure. Staff should also be aware that AI tools may produce inaccurate or biased outputs. Any AI-assisted content must be reviewed critically to ensure it does not create safeguarding, equality or reputational risks.

10.7.3. Staff must not publish, share, endorse or engage with AI-generated content, including deepfakes, synthetic audio or manipulated video, that is misleading, defamatory, harassing or otherwise harmful to any individual or to the reputation of the Trust.

10.7.4. Staff responsible for managing official accounts must review any AI-assisted or AI-generated content carefully before publication to ensure it is accurate, appropriate, and consistent with this policy and the Trust's values.

10.7.5. Staff should exercise particular caution when using AI tools to draft social media content, as AI-generated outputs may inadvertently incorporate, reflect, or disclose confidential information, personal data, or third-party protected material. The obligations set out in section 10.5 of this policy (respecting intellectual property and confidential information) apply in full to content generated with the assistance of AI tools.

10.7.6. AI-generated content may be subject to copyright, database rights, or other intellectual property claims. Staff should not assume that content produced by an AI tool is free from third-party intellectual property rights. Where AI tools are used to produce content for publication, staff should comply with the Trust's Data Protection Policy and ICT and Communications Policy and, where any doubt arises, seek guidance from the CEO before publishing.

10.7.7. The legal and regulatory framework governing the use of AI is evolving. This policy will be reviewed and updated to reflect any new legislation, statutory guidance, or regulatory requirements applicable to the use of AI in an educational and employment context.

## Schedule 12 Retirement policy

### 1. About this policy

1.1 We are proud to employ people of all ages and consider that age diversity is beneficial to the organisation. We are committed to not discriminating against employees because of age and adhere to the principles set out in our Equal Opportunities Policy.

1.2 We have no fixed retirement age. We acknowledge that retirement should be a matter of choice for individuals and will not pressurise employees into resigning because they have reached or are approaching a certain age. However, we will review whether a fixed retirement age may become necessary for particular roles from time to time.

1.3 This policy aims to create a framework for workplace discussions, enabling you to express your preferences and expectations with regard to retirement and enabling us to plan for our business.

1.4 This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.

1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

### 2. Personnel responsible for this policy

2.1 Our board of trustees (the board) has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to line managers.

2.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

### 3. Discussing your future plans

3.1 You or your manager may want to discuss your short, medium and long-term plans, as the need arises. For example, a promotion opportunity may arise, or, if your circumstances change, you may want a different working pattern or to stop work altogether. We need to plan for the business, and so may indicate to staff from time to time that it would be helpful to know what their plans are. There is no obligation for us or you to hold workplace discussions about your future plans, but it may be mutually beneficial to do so on an informal basis.

3.2 We will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. If we think there are problems with your performance or ill-health, these will be dealt with in the usual way, through the Capability Procedure or Sickness Absence Policy.

3.3 During any workplace discussion:

(a) we will not assume that you want to retire just because you are approaching a certain age, such as state pension age; and

(b) we will not make discriminatory comments, suggesting that you should move on due to age.

3.4 Your employment or promotion prospects will not be prejudiced because you express an interest in retiring or changing work patterns.

3.5 If you indicate that you are thinking of retiring, you are free to change your mind at any time until you have actually given notice to terminate your employment.

3.6 If you express an interest in moving to a more flexible working pattern or changing role, we will confirm that this is what you want before any action is taken which could affect your employment, such as a change to your role or responsibilities. Alternatively, you may wish to make a request to change your working arrangements under our Flexible Working Policy.

## 4. Giving notice of retirement

4.1 If you have decided to retire, we would appreciate as much notice as possible, although you should give at least as much notice as you are required to give under your contract of employment.

## Schedule 13 Trust vehicles

**1. About this policy**

1.1 This document outlines the Trust's policy regarding the provision and use of Trust vehicles.

1.2 This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.

1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

**2. Provision of Trust vehicles**

2.1 Staff may be provided the use of a Trust vehicle such as a car or van in order that they may perform their duties.

2.2 The vehicle remains the property of the Trust at all times and must be returned at any time if requested by your line manager.

**3. Requirements for driving Trust vehicles**

To be insured on Trust vehicles staff must e over 25 and up to and including aged 70, staff must have held a driving license for at least 2 years and have less than 6 points. The table below shows the Trust vehicles and the license category required to drive.

| Make/Model | Registration | Number of Seats | Driving License Category |
|---|---|---|---|
| Ford Galaxy Titanium | AV64 UMG | 7 | B |
| Ford Galaxy Ghia Tdci | EJ57 ZVU | 7 | B |
| Citroen Berlingo Multispace XTR HDI | DY64 VCC | 5 | B |
| Vauxhall Zafira Exclusive | AY63 WDT | 7 | B |
| Ford S Max Titanium TDCI | YS63 HXN | 7 | B auto |
| Hyundai IX20 | GD15 PKX | 5 | B auto |
| Hyundai IX20 | LR67 XMY | 5 | B |
| Ford Focus S Line 1.0 | AY23 LFV | 5 | B |
| Seat Ibiza Excellence 1.0 Tsi | BP24 POV | 5 | B auto |
| Ford Fiesta ST Line 1.0 | YT19 MJH | 5 | B |
| Ford Fiesta ST Line 1.0 | AV23 WXF | 5 | B |
| MG ZS Exclusive VTi Tech | EY72 SDX | 5 | B |
| Seat Arona Xperience Eco Tsi | AV71 NBE | 5 | B auto |
| Seat Arona SE Technology 1.0 Tsi | EO18 KMY | 5 | B |

3.1 Only authorised personnel may drive Trust vehicles.

3.2 Unauthorised passengers must not be carried in Trust vehicles, nor must vehicles be used for personal gain or pleasure without the explicit permission of your line manager.

3.3 A vehicle is only available to employees who hold a current and valid driving licence. As all vehicles are insured through the Trust, any conviction for driving offences, any driving endorsements and any fines incurred whilst employees are in possession of the vehicle must be reported immediately.

3.4 All employees required to drive a Trust vehicle will be required to produce their driving licence for examination or undergo a relevant check as often as requested by the Trust. Refusal to comply with this policy may lead to disciplinary action.

3.5 The appropriate documentation must be carried at all times e.g. driving licence.

3.6 Any fines incurred by the employee as a result of negligence on the employee's part must be paid for in full by the employee.

3.7 In the event of an employee being prosecuted or convicted of a driving offence which results in disqualification for any period and the holding of a licence is an essential requirement of the job, this will result in the employee's dismissal.

**4. Care and appropriate use of Trust vehicles**

4.1 The vehicle is to be driven in a safe, courteous and economical manner at all times. Any employee who is considered to be acting recklessly in their use of the vehicle will be subject to disciplinary action (and this may involve the withdrawal of the vehicle where appropriate).

4.2 Smoking in Trust vehicles is a criminal offence, therefore any employee contravening this law may be liable to a fixed penalty fine and possible prosecution, and they will also be subject to disciplinary action.

4.3 Only Trust authorised stickers can be displayed on vehicles (including on windows and screens).

4.4 Employees in general must ensure that the vehicle is kept in good condition. This includes keeping it clean both inside and out and ensuring that the tyre pressures, lights, oil, water etc are kept up to the required standard.

4.5 Spot checks of vehicles may be carried out from time to time to ensure the vehicle is being kept clean and well maintained at all times. These checks will be conducted, without prior notice.

4.6 No vehicle is to be driven in an un-roadworthy condition. Any defects must be reported immediately. The vehicle must not be driven without the fault being rectified or prior approval given.

4.7 A driver of a Trust vehicle must avoid the consumption of alcohol or drugs prior to or during the course of driving. Infringement of this rule will result in the employee's dismissal.

4.8 No employee shall drive or be a passenger in any vehicle prior to, during or after working hours if the driver is, or can reasonably be believed to be, under the influence of alcohol or drugs.

4.9 All drivers should be thoroughly conversant with the Highway Code and relevant sections of the Road Traffic Act. All road signs and regulations are to be complied with.

4.10 When a Trust vehicle is parked at night, it is the driver's responsibility to ensure that any goods/equipment are left in a secure place overnight.

4.11 In the event of theft from a vehicle or a vehicle being stolen, this should be reported immediately. The Trust cannot be held responsible for the loss of or theft of personal belongings from a Trust vehicle.

4.12 To ensure compliance with legislation, all employees, whilst driving on Trust business, should switch off mobile telephones unless they can be used in an approved 'hands free' mode. For safety reasons, this procedure is also recommended in the use of personal mobile phones.

**5. Accidents or damage to a Trust vehicle**

5.1 In the event of an accident you must exchange particulars with any other parties involved and obtain particulars of any Police Officer or witness present.

5.2 Any and every accident or incident in which a Trust vehicle in an employee's charge becomes involved, regardless of fault and whatever persons or property are affected, must be reported immediately to the Trust.

5.3 Where any person suffers personal injury, the accident must be reported to the police as soon as is practicable. You must also obtain the particulars of the injured person(s).

5.4 In the event of the vehicle requiring any repair work, your line manager or the Trust will arrange the necessary repairs in liaison with the insurer. You must not authorise any repair work or liaise further with the insurer unless given explicit permission by your line manager.

**6. Staff driving their own vehicles**

6.1 At the start of each academic year the following documents will be checked for all staff driving their own vehicles for business use;
a) current insurance documents (to ensure business insurance is included)
b) current valid MOT
c) driving licence check on the Gov.UK website

6.2 All staff driving their own vehicles for business use must carry in their car a safety triangle, a hi-vis jacket and a basic first aid kit, all of which can be obtained from your Head of School.

6.3 If staff transport pupils in their own vehicle they must ensure they are familiar with the current risk assessment.

6.4 If staff receive points/fine/cautions on/to their licence following a traffic violation throughout the academic year they must immediately inform their Head Teacher whether on school business or personal.

## Schedule 14 Personal Relationships and Conflicts Policy

### 1 Purpose

1.1 The aim of this policy is to provide guidance to staff on situations that may raise concerns in relation to conflicts of interest. A conflict of interest may impair objective and professional decision making, and lead to problems for both the employee and the employer.

1.2 The policy covers personal relationships at work including staff whose children attend the Raedwald Trust and those staff who undertake outside work with our pupils. This policy should be read in conjunction with our Code of Conduct, the Raedwald Trust Staff Charter and the Teachers' Standards.

1.3 The policy is intended to make clear to our staff the expectations the Trust has of them and what actions should be taken depending on the issue. If any employee is ever unsure what the expectations are in any given circumstance they should speak to their Head Teacher, leaders within the Trust should refer to the CEO.

1.4 Staff are required to disclose any potential conflicts of interest in relation to their personal relationships at work. Failure to comply with this policy may result in disciplinary action being taken.

1.5 This policy does not form part of any employee's contract of employment and it may be amended at any time.

1.6 A conflict of interest in this context is where a competing interest impairs an employee’s ability to make an unbiased decision or act with impartiality, independence and integrity. For example, where an employee’s personal relationship with another employee or parent/carer could or does conflict with the interests of the Trust, its pupils, other members of staff or anyone associated with the Trust. There is an expectation on staff to avoid being, or giving the appearance of being, in a position which may result in an actual or perceived detriment to the Trust’s reputation and/or interests.

### 2 Scope

2.1 The policy applies to all staff regardless of length of service including those in their probationary period.

2.2 The policy does not cover relationships between staff and pupils which is set out in our Code of Conduct.

2.3 As recognisable figures in the local community the behaviour and conduct of staff, including behaviour that takes place outside of work can impact on employment. Therefore, conduct may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment (see the Raedwald Trust Disciplinary Policy).

### 3 Relationships between colleagues or other parties related to the Trust

3.1 The Raedwald Trust does not prohibit close personal or intimate relationships between colleagues. However it is important to ensure that there is no risk of a conflict of interest or abuse of power within the relationship whether that is real or perceived. It is important that personal and professional boundaries are maintained at work.

3.2 As a result, staff who are in a close personal or intimate relationship with a colleague, parent or carer, or any other person associated with the Trust must disclose this to the Head Teacher without delay. Such disclosures will be handled confidentially and only to the extent necessary. If the relationship is between a line manager/supervisor and a member of staff whom they line

manage, the relationship should be declared to the CEO. Staff in such relationships should at all times ensure that this does not affect their professional judgement or responsibilities at work in any way. Any member of staff involved in a close personal or intimate relationship with a colleague, parent or carer, or any other person associated with the Trust must not allow that relationship to influence their conduct whilst at work.

3.3 Where a member of staff has managerial authority over another member of staff with whom they are in a close personal or intimate relationship, the Trust reserves the right to transfer one or both members of staff to another role in the Trust following appropriate consultation with both members of staff in order to seek agreement to the transfer. The purpose of this transfer is to ensure appropriate line management structures are in place, particularly in relation to appraisal, pay progression decisions and matters relating to disciplinaries and grievances. If agreement can't be reached then the Trust reserves the right to make the change in order to safeguard the smooth running of the Trust and in the interests of protecting all parties.

3.4 Similar principles apply to a member of staff who begins a close personal relationship with a parent or carer of a pupil at the Trust. If the staff member's job role brings them into day to day contact with that pupil either as their teacher or as part of the staff member's supervision, monitoring, or pastoral duties, the Trust reserves the right to transfer them following consultation with them.

3.5 Whilst at work, those in a close personal or intimate relationship should ensure that they maintain appropriate physical and emotional distance, use professional communication and not pay undue attention to the other person, in comparison to other colleagues. Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This rule applies during all working time, whether at School, Trust premises, on a school trip, or elsewhere. Any breach of this rule will be regarded as a disciplinary offence leading to disciplinary action.

3.6 If such a relationship comes to an end, both parties are expected to continue to conduct themselves in a professional way at work and ensure there is no disruption to the Trust.

3.7 Such actions are intended to minimise accusations of favouritism, unfair advantage, bias or undue control and to protect all parties from such accusations.

3.8 Abuse or misuse of a relationship is likely to invoke disciplinary action, which may lead to dismissal.

## 4 Recruitment of family and friends

4.1 Often the recruitment of individuals who may be family or friends of our staff can be a useful method of securing good recruits. The Trust therefore does not prohibit the recruitment of the family members and friends of existing staff. However staff will not be involved in the recruitment and safer recruitment processes regarding those family or friends.

4.2 If a family member or friend is appointed to a role under the line management of the relevant staff member, it may be appropriate, where possible, to put in place alternative line management structures to avoid any conflict of interest and the Trust reserves the right to do so.

## 5 Confidential information obtained during the course of work

5.1 Staff may have access to confidential information about students, colleagues or other matters relating to the Trust. This could include personal and sensitive data, for example information about a student's home life or a colleague's personal information. Staff should not disclose confidential information to anyone, this includes family or friends.

5.2 Staff should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Staff should never disclose this information unless this is in the proper circumstances and with the proper authority.

5.3 Staff are expected to demonstrate consistently high standards of personal and professional conduct in terms of handling personal data and information (including special category data) and maintain high standards of integrity in terms of the information that they have access to at work.

5.4 If an employee is ever in doubt about what information can or can't be disclosed they should speak to their Head Teacher.

5.5 Breach of any of the above confidentiality provisions is likely to invoke disciplinary action.

## 6 Staff whose children attend the school

6.1 Staff may decide to send their own children to the academy where they work or they may start to work at the academy after their own children have already started at the academy. Where this happens arrangements will be put in place to ensure there are no difficulties for the staff member, their children, other pupils or other staff.

6.2 Whilst at school, the staff member's relationship with their own child should be in accordance with the normal rules that would apply with any other pupil. Therefore special treatment, physical contact, domestic conversations should be avoided. The staff member may need to explain this to their own child to ensure appropriate boundaries are maintained in school.

6.3 The staff member will not be involved in any behaviour management matters relating to their own child. The staff member should raise any concerns with their own line manager or a senior manager if they become aware of an issue at school; under no circumstances should the staff member deal with the matter themselves.

6.4 Where a staff member has any academic or pastoral concerns relating to their own child, where possible, the staff member's nominated contact should raise them using the normal channels of communication. If this is not possible, then the staff member should raise them with a senior leader. Any appointments between teacher and parent (who is a staff member) should be made in the normal way outside school working hours.

6.5 Where possible the Trust will not place the child in the staff member's own class, where they are a teacher or teaching support staff member. If this is not possible then additional protocols may be put in place to minimise conflicts of interest concerns and to protect the staff member from any accusations that may arise due to the close personal relationship.

6.6 Communication regarding the staff member's child should be carried out in the usual way (including via personal rather than Raedwald Trust email addresses) and the staff member should not in any circumstances use systems to search information about their own child without appropriate permission from their line manager or senior leader.

6.7 The Trust reserves the right to put in place additional protocols in place to ensure appropriate boundaries are maintained.

## 7 Undertaking paid or unpaid work with our pupils outside school hours

7.1 Some staff members may take up paid or unpaid (voluntary) work outside school hours that involves our pupils for example tutoring work or care support funded by Direct Payments or sports coaching or activity clubs (for example scouts and guides) on a voluntary basis. Where this work is undertaken, it should be disclosed to the Trust at the earliest opportunity.

7.2 Staff undertaking work will be required to sign a declaration to ensure appropriate confidentiality and demarcation is in place (see Appendix 1).

## 8 Contractors and suppliers

8.1 Staff must immediately declare any external relationships of a business or private nature with external contractors or suppliers or potential contractors and suppliers to the CEO

8.2 Staff who authorise, engage or supervise contractors or have any other official relationships with contractors with contractors and/or have previously had or currently have a business or private relationships with a contractor who is engaged or who is proposed to be engaged by the Trust, should declare that relationship to the CEO as soon as practicable.

8.3 When tendering, staff must declare any interest (and interest of their spouse, partner, family member, friend or associate), business or private relations or associations with any Raedwald Trust contractor or potential contractor.

## 9 Misuse of position

9.1 All staff must maintain the highest standards of integrity in all relationships both inside and outside the Raedwald Trust.

9.2 Anyone working for the Raedwald Trust must not, either in their professional or personal capacity, use their position improperly to gain an advantage, or disadvantage any person or organisation.

9.3 If a staff member is in a position to influence any decision which is taken by, or on behalf of, the Trust and they have any interest in that decision, however remote, they must declare it; this includes membership of voluntary bodies who could receive Raedwald Trust grants.

9.4 No special favour may be shown to current or former colleagues or their partners, friends, relatives or associates when awarding contracts to private or other businesses run by them or who engage them in any capacity.

9.5 Staff must ensure that they declare to the Head Teacher any personal interest which may impinge on their impartiality. Any arrangements which might, in the long term, prevent (or be seen to prevent) the effective operation of fair competition must be avoided.

9.6 Staff must not lobby members of the Local Governing Body, Trustees or Members on individual or personal employment matters including those associated with recruitment of themselves or others.

**Declaration form for undertaking work with our pupils outside school**

This declaration form sets out your obligation of ensuring confidentiality when undertaking work outside school as it relates to our pupils.

You are required to observe these obligations due to the link that this outside work has in relation to your work at the school. Your conduct outside work may therefore impact on your work at the Raedwald Trust.

You are required to sign this declaration form to confirm that you agree to the requirements set out therein.

As a staff member of Raedwald Trust you will have access to confidential information in the course of your duties about pupils, colleagues and other matters relating to the Trust. This could include personal and sensitive data (including special category data), for example information about a student's health and/or home life, support plans, education targets.

The Trust collects, holds, shares or otherwise uses data that is protected under the Data Protection Act 2018 (including the provisions of GDPR). As a staff member of Raedwald Trust you are expected to comply with the Trust's systems for collecting, storing and using/processing data as set out in the RT Data Protection Policy. Where you carry out external work outside the Trust (either paid or unpaid) involving our pupils, you will have specific obligations as set out below.

**Confidentiality requirements of working in a school**

Working at Raedwald Trust:

- You are expected to demonstrate consistently high standards of personal and professional conduct in terms of handling personal data and information (including special category data)
- You must maintain high standards of integrity in terms of the information you have access to at the Trust
- You must not use information obtained in the course of your duties to your own personal advantage
- You must not use information to intimidate, humiliate, or embarrass any pupil
- You must not disclose information about our pupils unless this is in proper circumstances and with the proper authority
- You must not disclose any confidential information about our pupils to any 3rd party without proper authority
- You must not disclose information about your colleagues to any 3rd party, including those you provide services for outside of the Trust

This doesn't prevent you from sharing information in certain situations, for example when abuse is alleged or suspected, in line with your obligations under Keeping Children Safe in Education. In such cases, individuals have a duty to pass information on without delay to the appropriate authorities (see the Raedwald Trust Safeguarding and Child Protection Policy).

If you carry out external work (for example, tutoring or Direct Payments support work or voluntary work in the community), which involves our pupils in their own home or you have personal relationships with parents or carers outside of the Trust:

- You must not disclose to either those pupils, their parents, family members or friends of pupils you care for, any information about our pupils which is gained as part of your work at Raedwald Trust
- You must keep separate the work you do e.g. tutoring, volunteering from the work you do for Raedwald Trust

When undertaking outside work or volunteering with our pupils, if you are asked for any information by a pupil, parent, family member or friend about our pupils, including in an outside school setting, you should not make any comment in relation to the information gained through your work at Raedwald Trust. Even if this is a casual

conversation, you should not provide confidential information that has be gained in the course of your duties at Raedwald Trust.

You should be aware that any breach of confidentially is considered a serious matter and may be dealt with under the disciplinary policy, which may result in dismissal.

If you are ever in doubt about what information that can or can't be disclosed, you should speak to your Head Teacher at the Raedwald Trust.

Please sign and return a copy of this document to the Trust PA by confirming the following:

---

Name:

Date:

I confirm that I have read and understood the terms of this confidentiality document.

I confirm that I accept the terms of this confidentiality document and I understand the implications of any breach of confidentiality.

Signed: _____

## Schedule 15 Visitors Safe and Responsible Internet Use

Visitors are welcome to use our Guest internet provision for **professional activities** as long as the following rules are adhered to:

Visitors will not create, access, copy, store, transmit or publish any material which may contravene any law. This includes but is not limited to offensive material, copyright material, threatening or obscene material, pornographic material or material protected by trade secret.

The Leadership team at Raedwald Trust have the authority judge any material that they deem offensive as offensive material under the terms of this agreement.

Visitors confirm that their device is free from viruses or malware and has anti-virus installed and running on their device whilst they use the Guest internet provision.

For your information:

- ❑ We keep a record of internet sites you visit for legal reasons
- ❑ In certain circumstances we will give records on internet use to organisations outside the Raedwald Trust e.g. the Police in accordance with our Data protection policy
- ❑ We reserve the right to suspend or cancel your use of our internet and ICT in certain circumstances and without reason or notice.

By continuing to use our facilities we take it that you understand the above.

**User signature**

- ❑ I understand this policy.
- ❑ I agree to abide by the Raedwald Trust acceptable internet use policy. The internet is filtered, however, I understand that no filtering can be 100% accurate.
- ❑ I agree to abide by the rules of this acceptable use policy. Please ask to read our eSafety Policy, Data protection policy for further information and guidance.

| | |
|---|---|
| **Site** | |
| **Full Name (printed)** | |
| **Job title** | |
| **Signature** | |
| **Date** | |
| **Reason for needing internet (use reverse if required)** | |
| **Authorisers name and date** | |

## Schedule 16 Financial Support for CPD

The underlying principal at the Raedwald Trust is that CPD, when allowed and in line with the Performance Management processes and the Trust or Academy Improvement Plan, will be funded from the Trust's allocated CPD budget. However, in certain circumstances, there may need to be deviations from this general principal.

Each request for CPD will be assessed on its own merit and financial implications will be considered by the Trust Board where necessary. In certain circumstances, there may need to be a request for CPD that the trust or academy decides cannot be entirely funded. In these cases, the decision will be based on the following principles:

- Does the CPD meet the needs of the academy or trust, as indicated by the AIP?
- Is the CPD in line with the member of staff's professional development modules?
- Is the cost best value?
- Without adversely impacting the operational needs in the Trust.

In the event where a member of staff wishes to undertake CPD that cannot be funded by the Trust, every effort will be made to support the CPD, providing it meets the above criteria. In this case, the following adjustments may be considered:

1. Part-funding. Where the cost of requested CPD is beyond the fair allocation of the budget, the opportunity for part-funding will be considered.

2. Adjustments to working conditions (e.g. adjusting timetable to enable the course to be completed in school time).

3. Interest-free loan taken from payroll deductions to enable the member of staff to undertake CPD.

It is possible that, in certain circumstances, a combination of the above is agreed to. Where the course could conceivably lead to the member of staff leaving for another job following acquisition of the training, an agreement that any funding provided to facilitate the training (including full or part-funding & loaning funds) will be repaid to the school in full will be required, with a cut off (e.g. 2 years after completion).

Please refer to the Repayment of Training Funds (available on the Raedwald Trust website).

## Schedule 17 Confidentiality/resources created during employment

Employees agree and acknowledge that all written, spoken and electronic information held, used or transmitted by or on behalf of the Employer, in whatever media, including information and data held on computer systems, hand-held devices, tablets or other portable or electronic devices and telephones and paper records, and information transmitted orally, relating both to the Employer's own education provision or any pupils, clients, suppliers and other third parties with whom the Employer engages or provides educational provision for, remains the Employer's property at all times, no matter what format it is in, where it is stored or how it is accessed.

Both during the period of your employment and thereafter, you shall not disclose to any person or make use of for your own benefit or for the benefit of any other person, any trade secret or confidential information of the Employer unless you have obtained the written consent of the Trust Board or such use or disclosure is required for the proper performance of your duties.

## Schedule 18 Organisational Change Management Policy & Procedure

### 1. Introduction

1.1 This policy sets out Raedwald Trust's approach on managing organisational change within the Trust to improve organisational effectiveness, including potential redundancy situations. Where redundancies are proposed the number of employees involved will determine how the process will be managed.

1.2 This policy has been agreed following consultation with the recognised trade unions. It has been formally adopted by the Trust Board.

1.3 This policy does not form part of any employee's contract of employment and may be amended at any time.

1.4 This policy takes account of all relevant legislation and statutory guidance applicable to organisational change and redundancy, as amended or updated from time to time. The Trust will also have regard to relevant Acas guidance on collective redundancy consultations and on handling all aspects of this process in a reasonable manner.

### 2. Scope and purpose of this policy

2.1. It is recognised that certain changes (for example, a fall in roll, curriculum changes, budget cuts and restraints and outsourcing functions may make it necessary to consider a restructure and reorganisation of staffing that may include a change in job roles, reporting lines, operational set up, changes to terms and conditions and redundancies. The purpose of this policy is to have a clear framework in place that sets out what we will do whenever significant change within the Trust, including a reorganisation of staff and/or a reduction in employee numbers, may become necessary.

2.2. We will consider ways to avoid compulsory redundancy if possible, and where we are unable to avoid reducing employee numbers, we will try to minimise the effect of redundancies through the steps set out in this policy. In doing so, we will not discriminate directly or indirectly on the grounds of any protected characteristic or treat part-time or fixed-term employees less favourably than comparable permanent employees.

2.3. The legal definition of redundancy is as follows:

2.3.1. An employee who is dismissed shall be taken to be dismissed by reason of redundancy if the dismissal is wholly or mainly attributable to:

1.1.1.1.1.1. the fact that the employer has ceased or intends to cease the business for the purposes of which the employee was employed, or to carry on that business in the place where the employee was so employed; or

1.1.1.1.1.2. the fact that the requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where the employee was employed by the employer, have ceased or diminished or are expected to cease or diminish.

2.4. As part of the application of this policy, the Raedwald Trust will collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, in relation to how we collect, hold and share this personal data. Records will be kept on the employee's personal file in accordance with our Retention Schedule and in line with the requirements of data protection legislation.

### 3. Planning

3.1. The Trust Board will ensure that there is effective planning, financial management and resource allocation in place in the day-to-day and strategic management of the Raedwald Trust. We will carry out workforce

planning and regularly review our staffing structure to ensure it is fit for purpose, supports teaching and learning and to minimise surplus staff situations.

3.2. Our leadership team will provide information in relation to workforce planning and resources to our Trust Board as required.

## 4. Consultation

4.1. Where the changes proposed could result in redundancies and/or changes to terms and conditions, we will enter into meaningful consultation to provide the opportunity for all those concerned to discuss the problem and consider options or alternative ways of tackling the problem. Consultation should begin in good time and will be in accordance with statutory requirements for collective consultation where applicable. Where the statutory requirements to collectively consult do not apply, we will determine a reasonable, meaningful consultation period is carried out based on the proposals.

4.2. We will consult with all affected employees on an individual basis in respect of their own individual circumstances.

4.3. We will also consult with representatives of our recognised trade unions or elected employee representatives irrespective of the number of employees at risk of redundancy and regardless of the changes to terms and conditions proposed.

4.4. Where appropriate and in accordance with paragraph 12.3, we will provide the recognised trade unions or elected employee representatives (or affected employees if, after being invited to elect employee representatives, the affected employees fail to do so within a reasonable period of time) with sufficient information in writing, including:

- 4.4.1. The reasons for the proposals;
- 4.4.2. The numbers and descriptions of employees it proposes to dismiss as redundant or who are at risk of redundancy;
- 4.4.3. The total numbers of employees of that description employed at the establishment in question;
- 4.4.4. The proposed method of selecting the employees who may be dismissed;
- 4.4.5. The proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect;
- 4.4.6. The numbers of agency staff at the Raedwald Trust the areas that they are deployed in and the type of work they are undertaking;
- 4.4.7. Any proposals with regard to changes in job roles, reporting lines, operational changes or structure; and
- 4.4.8. A timeline detailing each stage of the process .

4.5. We will consult on ways that we could avoid or reduce the need to make compulsory redundancies, if that is possible, or to mitigate the consequence of any dismissals. Examples of such steps include:

- 4.5.1. Reviewing the use of agency staff;
- 4.5.2. Restricting recruitment or a vacancy freeze in affected categories of employees and in those areas into which affected employees might be redeployed;
- 4.5.3. Natural wastage;
- 4.5.4. Retraining and/or redeployment within and across the Raedwald Trust;
- 4.5.5. Reducing overtime/additional hours;
- 4.5.6. Offering reduced working time including job-sharing or other flexible working arrangements, and career breaks, where these are practicable;
- 4.5.7. Inviting applications for early retirement or voluntary redundancy. In all cases the decision to release an employee under such schemes will be at the absolute discretion of the Raedwald Trust;
- 4.5.8. Consideration of different working practices and working patterns; and
- 4.5.9. Freezing or reducing salaries.

4.5.10. Layoffs – suspending work for a temporary period.

4.6. Where teaching posts are at risk of redundancy sufficient time will be given for consultation and for teachers' notice periods to expire before the proposed implementation date. To implement at the beginning of the following term notice must be given by the end of October, February or May.

4.7. Any measures we adopt will not adversely affect the Raedwald Trust and the quality of teaching and learning provided to our pupils.

4.8. Employees and, where appropriate, trade unions or elected representatives, will be advised of the arrangements for them to respond to the proposals. When issues are raised during the consultation period they will need to be actively considered and responded to with an explanation for the nature of the response given within a reasonable time frame and as appropriate. A final response will be given at the end of consultation.

4.9. Employees who are absent from work due to maternity/paternity/adoption leave, long term sickness or secondment but whose substantive post is affected by the proposals will be included in any consultation process. If face to face meetings are not possible, we will conduct the consultation process remotely.

4.10. If the proposals include changing terms and conditions, then we will ensure that through consultation it is made clear to employees what the changes and how they may affect them.

## 5. Selection

5.1. In order to identify how many roles are potentially redundant, we will create a pool of employees from which those who are to be made redundant will be selected. The selection pool will normally consist of employees who carry out the same or similar work and perform jobs that are interchangeable. Selection pools are not necessary when redundancies are expected to involve the whole Trust or just one specific role.

5.2. Where a process of selection is required to either identify which employees within a pool are at risk of redundancy, or for application for alternative posts the criteria used to select will be objective, measurable, robust, transparent and fair, and based on the skills required to meet our existing and anticipated Raedwald Trust needs. Selection criteria will be developed and applied in a non-discriminatory manner and in accordance with our obligations under relevant equality legislation.

5.3. We will consider the most appropriate method of selection in relation to the circumstances surrounding the specific restructuring and/or redundancy situation and the proposed selection criteria will be consulted on during the consultation process. In a redundancy situation where there are the same number of incumbents as there are roles proposed to be reduced, then the selection criteria will be on the basis that they occupy that role.

5.4. Employees on secondment or 'acting up' will be deemed to be in their substantive post for the purposes of any change process.

5.5. Individual employees who are provisionally selected for redundancy following the application of the selection criteria will be informed and (where appropriate) invited to a meeting at which they will be given an opportunity to make representations that the application of the criteria is unfair or has been applied incorrectly as part of the consultation process. Note that under the Protection from Redundancy (Pregnancy and Family Leave) Act 2023 employers will be required to offer pregnant women and new parents returning from family leave a suitable alternative vacancy if possible.

## 6. Making compulsory redundancies

6.1. Every effort will be made to mitigate job losses where possible. When it is not possible to avoid making compulsory redundancies, employees who remain at risk of redundancy will be invited to a compulsory redundancy hearing to consider redundancy.

6.2. Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contract of employment or minimum statutory notice period (whichever is greater) and written confirmation of the payments (and how it has been calculated) that they will receive (where applicable).

6.3. Employees will be given the opportunity to appeal against this decision. Details of the appeals process will be provided to the employees in writing following the decision being made.

6.4. Depending on the circumstances, the Raedwald Trust may waive its right to insist on employees working their notice and instead give a payment in lieu of notice.

6.5. Protection from redundancy applies to certain employees who ae pregnant, on certain types of statutory family leave, or who have recently returned from such leave. We will offer suitable alternative employment (where available) in the following circumstances in priority over other employees selected for redundancy:

| Circumstances | Start of protected period | End of protected period |
|---|---|---|
| **Pregnant employee or employee returning on or returning from maternity leave** | When the employer has been notified of pregnancy | 18 months from the child's date of birth or 18 months from the Expected Week of Childbirth if the date of birth has not been notified. |
| **Employee has suffered a miscarriage (before 24 weeks or pregnancy) or stillbirth (after 24 weeks of pregnancy)** | When the employer has been notified of pregnancy<br>Note: Pregnancies ending after 24 weeks are classed as stillbirths and the employee would be entitled to statutory maternity leave (see above) | Miscarriage: Two weeks after the end of the pregnancy<br><br>Stillbirth: 18 months from the date of the birth |
| **Employee taking adoption leave** | Beginning of adoption leave | 18 months from date of placement or date of entry into Great Britain (if overseas adoption). |
| **Employee on or returning from shared parental leave, neonatal care leave or bereaved partner's paternity leave.**<br><br>Note: if the employee has also taken maternity or adoption leave in relation to the same child, the protected period for that leave applies instead. For bereaved partner's paternity leave, if the employee has also taken shared parental or neonatal care leave in relation to the same child, the protected period for that leave applies | Beginning of the relevant period of leave. | If less than six consecutive weeks of leave is taken, at the end of each period of leave.<br><br>If six or more continuous weeks of leave is taken, 18 months from child's date of birth or placement for adoption or the date the child enters Great Britain (if adopting from overseas), as applicable. |

| | | |
|---|---|---|
| instead. | | |

**7. Pay protection**

In circumstances where teaching staff are offered a role with less responsibility or requirement of a TLR they will receive safeguarding protection for the TLR payment for a period of three years. Safeguarding provisions for teachers are set out in the School Teachers' Pay and Conditions Document.

**8. Support mechanisms**

**Alternative work/retraining**

8.1. We will make every effort to redeploy any employee who is selected for redundancy and inform them of any vacancies that we have ring-fenced in the proposed structure or elsewhere in the Trust and can offer as a redeployment opportunity up until their termination date. We will provide details of the application process, when applicable, and will ensure the selection of candidates for redeployment opportunities and alternative posts are conducted fairly.

8.2. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. While priority will be given wherever possible to employees under threat of redundancy, the Raedwald Trust reserves the right to select the best available candidate in relation to any given vacancy. Employees who are within the redundancy protected period set out in paragraph 6.5 above who are selected for redundancy have a separate legal entitlement to be offered any suitable alternative post in preference to other employees who have been selected for redundancy.

8.3. An individual who is redeployed into a suitable, alternative post is entitled to a trial period of four weeks in the new job. This may be extended by mutual agreement for training purposes. If the redeployment opportunity is found to be unsuitable by either party following the trial, employment may be terminated on grounds of redundancy on the original terms, dependant on the reasons for refusal.

8.4. An employee will not be entitled to a redundancy payment if they unreasonably refuse an offer of suitable alternative employment. In this situation, the employee's contract would still be terminated by reason of redundancy but no redundancy payment will be made.

8.5. The Trust will consider if any form of re-training can be provided in order to assist employees at risk of redundancy to gain employment within the Trust.

**Counselling service**

8.6. Any employees who are at risk of redundancy or who have been issued a notice of redundancy or involved in a restructuring process will be able to access the Raedwald Trust's confidential counselling helpline. The contact details are as follows:

Education Support EAP
08000 856 148
educationsupport.org.uk

**Time off**

8.7. An employee under notice of redundancy with at least two years' service will be entitled to a reasonable amount of paid time off to look for alternative work, attend interviews, or to undertake training. Employees wishing to take advantage of this right should make the appropriate arrangements with their line manager and provide proof of attendance if requested to do so.

**9. Redundancy payments**

9.1. Employees with two or more years' service will be entitled to a statutory redundancy payment. The period of continuous service will be calculated with reference to the Employment Rights Act and the Redundancy Modification Order. The Raedwald Trust's redundancy payments are calculated using the following formula:

- Half a week's pay for each full year you were under 22
- One week's pay for each full year you were 22 or older, but under 41
- One and half week's pay for each full year you were 41 or older

Length of service is capped at 20 years.

Your weekly pay is the average you earned per week over the 12 weeks before the day you got your redundancy notice.

9.2. The amount of this payment will be confirmed when the employee is selected for redundancy and the sum will be paid along with the employee's final salary payment or payment in lieu of notice.

**10. Embedding the Change**

Carrying out the implementation successfully does not in itself guarantee the success within the new structure. The CEO will therefore need to give consideration to the following:

- Any updating or retraining needs;
- Team building;
- Induction into new working practices, systems or procedures;
- Changes to the configuration of the School/Academy/Trusts meeting structures and methods of communication;
- Changes to appraisal arrangements;
- Notifying other employees and stakeholders such as parents of the changes that may affect them.

## Schedule 19 Agile Working Policy

**1. Policy Statement, Aims and Objectives**

1.1 Raedwald is committed to adopting agile working practices and recognises the benefits in empowering employees to work agilely, where appropriate in the context of 'business' needs.

1.2 Agile working is the term used to describe how employees can work flexibly from any location and/or at different times. It is about utilising technology to change working practices and work differently. Agile working seeks to find the most appropriate and effective ways of working to carry out a particular task. It is working within the boundaries of the task but without the boundaries of how to carry out the task.

1.3 The aim of this policy is to set out the principles and practical guidance in relation to agile working for staff employed by Raedwald Trust. The policy does not negate or supersede Raedwald's Flexible Working policy that already exists for use in individual circumstances by all employees.

1.4 It is accepted that not all roles or employees will be suitable for agile working. Some roles are intrinsically not suitable for agile working and some proposed arrangements may not be considered safe or secure: it is considered that majority of roles at the Raedwald Trust will not be suitable for agile working. Raedwald will consider each situation on its own merits, applying the principles of fairness and consistency whilst ensuring that overriding 'business' needs and other requirements can be appropriately met.

**2 Scope**

2.1 This policy applies to those members of staff that are directly employed by Raedwald and for whom Raedwald has legal responsibility. It does not apply to contractors, agency staff or volunteers.

**3 Accountabilities and Responsibilities**

3.1 Overall accountability for the health and wellbeing of Raedwald employees is outlined in the Health & Safety Policy. Employees assume responsibility to apply the Raedwald Trust Lone Working Procedures in the event that this is necessary during agile working hours.

**4 Equality**

4.1 Raedwald is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or on the grounds of trade union membership'. Raedwald Trust's Equality, Diversity & Inclusion Policy underpins our commitment to equality in this and all regards.

**5 Eligibility and Exclusions**

5.1 Most roles within the Raedwald Trust will not be suitable for agile working, in full or in part. The CEO holds the responsibility to consider requests and will only decline where the needs of the business dictate that the role is not suitable for agile working. The exception to this may be where an employee is working under a specific purpose risk assessment agreed by the CEO or the Trust Business Manager.

5.2 Agile working is not a substitute for flexible working, nor is it a contractual rights or permanent arrangement. In instances where an employee requires regular flexible working patterns at specific times for personal reasons the Raedwald Trust Flexible Working Policy should be considered.

**6 Process for Agile Working**

6.1 Raedwald intends to implement agile working to staff groups where this is practicable. A template setting out the proposed agile working is included in Appendix 2. In exceptional

circumstances, Raedwald may make a request for their teams to work agilely.

6.2 If agreed, Raedwald will:

- Confirm agreement to the principle of agile working to the employee in writing, ensuring this confirmation is recorded on the employees' personal file
- Confirm any particulars of the agreement, for example, in relation to management supervision and communication, or other specific arrangements, for example attendance at meetings and contact with team members
- Confirm working times for hours that are allocated at different times
- Ensure all the specific expectations of the arrangement are clear to the employee, including the delivery of objectives; completion of contracted hours; and prescribed hours that can be taken agilely.
- Regularly review the agile working arrangement and update where necessary. Review periods will be confirmed once agreement is in place.

6.3 Raedwald employees are required to adhere to the Raedwald Trust procedures for absence: these procedures apply to hours worked agilely. This means that employees with agreed agile hours are required to record all absence, including LoA, medical and other appointments, on EduPay in the usual way.

6.4 Any agreement to work agilely will not constitute a change to an employee's base unless they will work from an alternative location to a Raedwald Trust location on a permanent basis agreed confirmed in the employee's contract.

## 7 Key Factors to Consider when Working Agilely

7.1 Communication

It is important in an agile working environment that communication is effective. The use of Microsoft Teams will help to keep lines of communication open and prevent employees from feeling detached from their line manager and team colleagues, as well as providing a platform for more formal meetings. Whilst these options reduce the number of face-to-face meetings it is important that some time is built in to enable some meetings in person.

7.2 Workforce

Agile working may not be suitable for all employees, irrespective of role. Some individuals may feel a loss of the regular face to face contact and/or may find it hard to work effectively outside of the normal office environment. Through routine welfare check ins, Raedwald will be vigilant to the signs that an employee may be struggling with working agilely. Equally the employee should raise any concerns they may have with their line manager at the earliest possible opportunity.

Managers must ensure that both they and their employees fully understand how any agile working practices will work in practice and ensure that any expectations are clearly communicated. Arrangements should be reviewed on a regular basis.

When employees are working in an agile manner they become less 'visible' which can create some anxiety for some managers. Monitoring employee output must go beyond looking at the level of activity to focus on other measures such as the quality of the work and the progress against objectives. These measures reflect a much more accurate picture than an employee being present at a desk in the office for prescribed periods of the time during the day.

Agile working must not adversely impact on business effectiveness and it will be that for specific times of the day or week individuals need to be contactable to meet business need. Many employees are required to participate in meetings with external partners and consideration must be given as to how this requirement can be met given that other organisations may not work agilely.

Expectations should be made clear to the individual and with the team. It is important that hours of work are understood and that individuals separate work and non-work time to ensure privacy.

7.3 Split between attending work and working remotely
Expected level of attendance at the [workplace/office]:
We expect most employees to spend [40]% to [60]% of their working time at the [workplace/office]. Your contract of employment sets out the days on which you are expected to attend the [workplace/office] and the days on which you are expected to work remotely.

The number of days per week each employee spends attending the [workplace/office] compared with working remotely will vary, depending on:

- their individual circumstances;
- the nature of their role;
- what is happening within their role and team at any particular time; and
- the needs of our organization, including the space we have available at our work locations.

7.4 Taking individual circumstances into account
Our organisation recognises the benefits of being flexible and that this schedule could be difficult for some employees to follow. For example, you could:

- live a significant distance from the [workplace/office] and it would be more efficient for you to spend more time working remotely; or
- have challenges with your working environment at home that mean that remote working is difficult for you and you would like to attend the [workplace/office] more often than this.

Please speak to [your line manager/the HR department] if you think that you would benefit from departing from the expectation that you spend [40]% to [60]% of your working time at the [workplace/office].

Your [line manager/head of department]'s agreement is required to depart from this norm. [Depending on the nature of the additional flexibility that you are seeking, we may ask you to make a formal flexible working request - see Requesting flexible working below.]

7.5 Our workforce's need to be flexible
Given the degree of flexibility that our hybrid working arrangements provide, we expect our workforce to be flexible.

You may be required to attend work on particular days at the request of your [line manager/head of department], for example for in-person training and for meetings that your [line manager/head of department] has determined are best conducted in person.

Similarly, there may be circumstances in which we ask you to work remotely, or to work from such other place as we may reasonably require, when you would otherwise expect to attend the [workplace/office], for instance:

- for operational needs, for example if we have too many employees attending the [workplace/office] on specific days; or
- for coronavirus-related reasons, for example in the event of a lockdown/government guidance that employees should work from home if they can.

In such cases, you will be given as much notice as possible.

## 8 Safe-working measures

Your safety is our priority and we have put in place the safeguards in our organization.

We encourage our workforce to let us know if they have any concerns, have identified any potential risks,

or have any suggestions for further adaptations we can make. You can do this by raising concerns or making suggestions to Natalie Quinton.

You have a role to play in ensuring our staff can work in a safe environment and you must follow our safe-working instructions. A failure to do so may be a disciplinary offence and dealt with in accordance with our disciplinary procedure.

**9 Arrangements while working remotely**

9.1 Information Governance

Employees must ensure that all information (including information that is held on computer, mobile phone or other device) is secure and cannot be accessed by other parties. Policies relating to sensitive and confidential information must be complied with. Failure to keep information secure will be considered as a serious matter and with be dealt with in accordance with the Disciplinary Policy.

Under no circumstances should any other person than those authorised by the Raedwald be allowed to access any equipment provided. Any work setting outside of the Raedwald premises should be assessed by the user for any perceived information governance risks prior to the commencement of agile working. Examples of these risks include the potential to:

- Accidently breach confidentiality
- Disclose sensitive data to unauthorised individuals
- Lose sensitive information
- Spread computer viruses
- Cause operational or reputational damage

All employees should be aware of their information governance responsibilities to Raedwald.

9.2 Data protection

Remote workers are under a duty to:

- practice good computer security, including using a unique password for your work laptop [and any other devices you use for work];
- keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use; and
- ensure that work-related information is safeguarded when working in public spaces, for example by:
  - positioning your laptop so that others cannot see the screen;
  - not leaving your laptop unattended; and
  - not having confidential/business-sensitive conversations in public spaces.

In addition, the laptop [and other equipment] provided by us must be used for work-related purposes only and must not be used by any other member of your household or third party at any time or for any purpose.

9.3 Health safety and security

The Health and Safety Act 1974 states that an employer shall ensure, so far as it reasonably practicable, the health, safety and welfare at work of all employees. This extends to employees who work agilely and staff who work at home.

As the supervision for agile workers or home workers is limited, the main responsibility will be with employee to ensure that they do their work in a way so as to ensure that they and other persons who may be affected, including other members of their household as well as the public, will not be exposed to risks to their health and safety. Employees must take measures to control risks whenever they are working in an agile manner, the following areas of health and safety policies may be relevant and the main points are outlined in the following paragraphs. A remote working self risk assessment checklist is contained in appendix 1. Employees may request a formal workstation assessment via the central team.

9.4 Display Screen Equipment Policy (DSE)
A laptop, notebook or tablet device is defined as portable Display Screen Equipment. It is each staff member's responsibility to make a judgement as to whether the environment that they are working in is conducive to ensuring their on-going health needs are met, considering the factors that are presented in the Display Screen Equipment element of the Health and Safety Policy. Equipment used by staff working in an agile manner must be provided by Raedwald because it is safe to use and does not give rise to any significant risks to health and safety. Employees are responsible for regularly inspecting their equipment and for reporting faults.

9.5 The Agile Working Environment
Agile working can take place in a number of environments, which may include 'hot-desk' areas provided by Raedwald or other partner organisations. A hot desk is defined as a "Workspace for any member of staff to use at any time." In order to support staff to work in an agile manner Raedwald may adopt the use of functional space. Functional space can be defined as space that is not team specific and can be used by any member of staff requiring a workspace in that area. Desks which are designated as a hot- desk should not contain any personal belongings such as photographs, plants, mugs etc. All desks should be cleared when vacated after each period of work so they are available for use by others. Before leaving the desk the user should use a disposable wipe to clean the desk and any equipment enabling the next person to start working.

9.6 Use and care of equipment
To assist you to work remotely, you are provided with appropriate equipment.
Employees are expected to take reasonable care of equipment provided to keep the risk of theft, data breach, damage and personal safety concerns to a minimum. Equipment should be regularly charged, synchronised and software updated. Problems with the equipment should be reported to the central team as soon as possible.

You should liaise with your line manager to ensure that your remote working set-up is appropriate and that you are working in a safe manner. However, you must also take responsibility for your own health and safety and that of anyone else who is affected by your work (for example others in your household when you are working from home).

You must notify your line manager if:

- you feel any discomfort due to working remotely (such as back pain); or
- you believe that there are any work-related health and safety hazards;
- any work-related accidents occur in your home.

Your line manager will escalate the matter to [name of individual/occupational health/the HR department] to look into what action can be taken.

9.7 Working hours
While working remotely, you must be available and working during your normal hours of work, as set out in your contract of employment.

We ask you to be mindful that you are not overworking - "downtime" from work is essential. To help maintain your wellbeing, please make sure that you take adequate rest breaks:

- Take your contracted time off for lunch each day.
- Even if you are busy, it is essential that you find the time to take a break of at least 20 minutes during each working day that lasts more than six hours.
- Ensure the time period between stopping work one day and beginning the next is not less than 11 hours.

Please be as clear as possible with your line manager about your hours of work for days on which you are working remotely. Making use of tools such as shared calendars and out-of-office messaging can help

colleagues to be aware of your availability on these days.

9.7 Financial assistance

Employees may be able to claim tax relief for any household expenses incurred as a result of working from home, provided the expenses are solely work related. If you wish to benefit from this tax relief, see the Government's guide on claiming tax relief for your job expenses at www.gov.uk/tax-relief-for-employees/working-at-home.]

9.9 Sickness

When working remotely, you should not work if you are unwell. If you are sick and unable to work, our [short-term sickness absence] policy applies.

You should notify your line manager by telephone as soon as reasonably practicable, preferably before you are due to start work and in any event no later than [one hour] after you are due to begin work.

**Agile Working Proposal**

| | |
|---|---|
| **Name** | |
| **Job Title** | |
| **Site** | |
| **Base** | |
| **Date** | |
| **Review Date 1** | |
| **Review Date 2** | |

| | |
|---|---|
| **Your Proposed Working Pattern:**<br>Please include details of agility requested, considering section 5 of the policy. | |
| **In your view, describe how the aspects of your role will be maintained** | |

**Remote Working Risk Assessment Checklist**

This form will be used to assist you and your line manager to ensure that your remote working conditions comply with current best practice.

| | |
|---|---|
| **Line Manager** | |
| **Employee** | |
| **Address where assessment was undertaken** | |
| **Date completed** | |
| **Review date** | |

| **Working Practices** | **Yes** | **No** | **Comments/Actions Required** | **Date Completed** |
|---|---|---|---|---|
| Do you use Display Screen Equipment (DSE) more than one hour per day? | | | | |
| I spend 5 – 10 mins doing work other than DSE each hour | | | | |
| I am required to participate in meetings with external partners | | | | |
| **Health** | **Yes** | **No** | **Comments/Actions Required** | |
| I am free of sore hands, joints or impaired grip | | | | |
| I am free of aches and pains, pins and needles in the neck, back, shoulders or arms | | | | |
| I am free of visual problems such as headache, focussing difficulties or eye discomfort | | | | |
| I have had an eye test in the last two years | | | | |
| I have read health and safety information covering the safe use of DSE | | | | |
| I have arrangements for regular contact with my line manager | | | | |

| | | | | |
|---|---|---|---|---|
| I am able to keep up to date and informed about my team and colleagues e.g. by attending team meetings | | | | |
| **Workstation** | **Yes** | **No** | **Comments/Actions Required** | |
| The design of my workstation allows me to work comfortably and efficiently | | | | |
| I have sufficient room around the workstation to arrange the desk and chair comfortably | | | | |
| Cords and wires are positioned safely to prevent trips and falls | | | | |
| The room has adequate lighting | | | | |
| The room is a comfortable temperature for working | | | | |
| **Work Equipment** | **Yes** | **No** | **Comments/Actions Required** | |
| My chair is stable with adjustable height and back support | | | | |
| My chair is properly adjusted and is comfortable for my work | | | | |
| I can rest my arms on the desk between tasks | | | | |
| The writing on the display screen is easy to read | | | | |
| The screen is free of reflection or glare from windows and lights | | | | |
| I do not need an anti- glare screen | | | | |
| I can easily read the keyboard | | | | |
| I can position my laptop/keyboard and screen to a comfortable position directly in front of my seating position | | | | |

| | | | | |
|---|---|---|---|---|
| I do not need a document holder | | | | |
| When I work, my feet can rest flat on the floor or I have a foot rest to support my feet | | | | |
| My mouse is used within forearm radius from the edge of my desk | | | | |
| My mouse is used with my hand flat on the desk and directly in front of the mouse | | | | |
| My screen is at the correct height, i.e. the top of the screen is level with my eyes or slightly lower | | | | |
| **Electrical Safety** | **Yes** | **No** | **Comments/Actions Required** | |
| My equipment has been electrically tested (date) | | | | |
| **Security of information** | **Yes** | **No** | **Comments/Actions Required** | |
| Is your home secure from intruders? | | | | |
| Do other people in your accommodation have access to the area where you will be undertaking Raedwald business | | | | |
| **Confidentiality** | **Yes** | **No** | **Comments/Actions Required** | |
| I will only use equipment supplied by the Raedwald for work purposes | | | | |
| My passwords etc are kept secure and not divulged to anyone | | | | |
| I can confirm that I will not transport any confidential data on non-encrypted storage devices | | | | |

| | | | | |
|---|---|---|---|---|
| I will shred confidential information or dispose of in the confidential waste bins provided in Raedwald premises | | | | |
| My computer will be locked when I am away from the workstation | | | | |
| **Accidents/First Aid/Fire Security** | **Yes** | **No** | **Comments/Actions Required** | |
| I know the procedure for reporting any accidents or work- related illness | | | | |
| I have access to a first aid kit | | | | |
| I am aware of fire evacuation procedures (applicable to working from locations other than RT premises/home) | | | | |

**Working from Home**
At times, staff may be required to work from home (WFH). The following procedures apply. Staff must have gained authorisation from the CEO, through their line manager, before working from home.

**Daily Routine**
How and when you start each workday is a crucial piece of the puzzle to ensuring you're productive and comfortable when working from home. It's important to treat each workday like a day in the school, but there's more to it than that.

1. Organise your days with recurring tasks. Example: On Mondays do X, Tuesdays do Y, Wednesdays do Z, etc.
2. Get dressed in the morning as though you are going to an actual office.
3. Do schedule breaks.
4. Make a task list and be prepared to change your priorities at the drop of a hat. Because you're at home, you're in a fluid environment. You may need to move to another room, change the hours you're working because the fridge decided to flood, or other events. Having a list allows you to switch up and remain productive, regardless of events.
5. Working with young children at home and keeping them entertained can be challenging so it's important to get into a routine.
6. Create a healthy routine that involves a proper breakfast, lunch and dinner.
7. Turn off personal email and social media at a set time so you can focus in the same way you would at school.

**Equipment and Work Environment**
Using the right equipment – be it a chair, keyboard or monitor – can help to have a big impact on how productively you work at the end of the day.

1. If you find a classic desk arrangement quite limiting, know you don't have to stick to it.
2. Make sure your screen is raised so that the top of the screen is at eye level. This can be done using an adjustable laptop stand, a box, or some books if necessary.
3. Adjust your chair height. Your arms should be at right angles, with forearms lightly supported by the work surface. You may need a footrest if your feet are not firmly on the floor.
4. Make sure your lower back is well supported. Support for your lower back will help encourage a good posture. You can use a folded towel to give you more support or consider a back-support cushion if needed.
5. Keep ergonomics in mind, and switch between positions often. It helps your mind and body.
6. When possible, having a dedicated office space with a door that can be closed is essential.
7. Set boundaries. Be it with your children or your partner. Just because you work from home doesn't mean you're always available for other duties.
8. Connect your computer to the big TV screen when needed. It serves as a great conferencing tool.
9. If you're going to do videos, make sure you have space where light doesn't cause issues, where it is quiet, where the sound doesn't reverb, and where you don't have confidential information on view.
10. Continually optimise and re-think your work environment.
11. Invest in sound-blocking earplugs or earmuffs. They'll save your family on days where the chaos is too much and you need quiet to concentrate.

**Apps and Services**
Use apps that allow you to efficiently communicate.

1. Consistently using TEAMs will ensure you get up and get dressed each day.
2. Learn to use apps like Evernote to manage your workload, organise ideas and just keep on top of things.
3. Avoid constantly checking personal emails and social media, and turn off all the unnecessary notifications on your phone to avoid interruptions.
4. Ensure things you are working on are in sync with services like OneDrive. That way whatever you're working on is available everywhere.
5. Use apps in full-screen mode as much as possible to limit distractions.

**Mental Health**
Maintaining your mental health is the most important aspect of working from home. You miss out on the impromptu encounters and conversations, which, at first glance, feel superficial, but after you've been working in your home office for a few weeks, you'll be longing for any human interaction.

1. Getting out of the home/office during the workday is essential for sanity. A short walk around the garden or another room is an excellent thing to do if possible.
2. Build time in your schedule to do some exercise at home. It improves your well-being. There's nothing like getting into another world to improve how you feel.
3. Again, set boundaries. One of the biggest challenges, especially for those with a family, is family members thinking that working from home means you are always available for a phone call or errand. Communicate your schedule, and if needed, create "do not disturb day and hours".
4. Spend time outside if possible, when the climate allows. It's astonishing how a little fresh air can improve the mind's functioning.
5. Avoid guilt. Taking a break at home is way harder than walking out of the office and going around the block.
6. Have a designated workspace and office (preferably away from the kitchen).
7. Use headspace apps, white noise machines, or audiobooks to help you sleep.

**Physical Health**
Taking care of your eyes, back and overall physical health is just as important as mental health. A lot of these tips overlap with the equipment and work environment section above.

1. For five to ten minutes every hour: get up, move around and take your eyes off the screen
2. Eat healthily. Don't rely on microwave meals and delivery orders.
3. 3.Look at Joe Wicks' routines on YouTube – he does some 20-30 minute exercise classes which are good for your physical and mental health.

**Tips for all Leaders and staff with responsibility for leading others**
Not only do we all have to learn how to work from home and remain efficient, leaders also have to learn how to effectively lead and manage remote workers**.**

1. Remote work works best when there are deliverables and deadlines.
2. Communicate well.
3. Utilise chat and video platforms.

**Video Conference at RT**
Video conferencing is an alternative for 'face to face' meetings with one or many people without having to travel.
At RT we use video conferencing between professionals within RT to:

- Improve communication
- Increase productivity
- Reduce the need for travel (saving professionals time and mileage costs)

**Respecting privacy and confidentiality**
Think about the topic you will be discussing, if you need to discuss highly sensitive confidential information consider that you do not always know where other people are (in a staff room / public space) and who can hear - professional manner is required at all times and thoughtful discretion when talking about pupils.

Look behind you in the space you intend to video conference, is there anything on the wall behind that could be confidential? If so, please remove or change the location of the conference. With high definition cameras, even small text on a note can be read very easily by other people in the video conference.

It may be appropriate to add a sign to the room you are video conferencing in that says 'Video conference in progress, please do not disturb'. Or a note on the back of your laptop with a similar message.

When talking about pupils you should not be in a public place, or a busy area (either inside the school or outside of the school). An empty room is best, as you can control and manage who can hear your conversation.

**Locations to video conference from**
Consider the conversations going on around you, make sure that people that enter the space you are in, know that you are on a Video Conference. You can mute yourself in the video conference, alert the people talking close to you, then unmute yourself.

**Video conferencing features**
Whilst you can take photos in the meeting through video conferencing features, it is not appropriate to do so without the full consent of the other attendees and a rationale of the reason to do this e.g. the capture a whiteboard / flip chart plan etc...

The chat feature can be very useful in providing additional resources and web links for the video conference. The chat feature is a professional space, the chat is saved and stored for future reference. Under no circumstances should the feature be used to share any information about a pupil or any information deemed sensitive or confidential.

If you intend to use screenshare, prepare your digital workspace. Check your desktop and make sure it is clear of data and files/sticky notes etc... Disable notifications and pop ups, so no emails or messages appear to everyone as you share your screen.

**Video conferencing best practice**
In a group, it is best practice to nominate a chairperson to allocate speaking opportunities. The chairperson should introduce everyone and let everyone know if someone leaves or enters the Video conference.

Headphones are advised when in communal areas, partly for confidentiality and partly for better sound quality. There will be feedback/interference when phones/laptops are used near each other in the same meeting so it is advisable to be in a different room from others in the same conversation or to share a screen.

Videos can be turned off so that it is more like a phone conversation, which is useful when there are more than two people in the conversation (otherwise just a normal telephone call is fine!).

Stopping the video can help to improve the audio quality of the video conference.

**Safeguarding**
If anything is said or shown on a videoconference that raises a safeguarding concern, follow the agreed procedures as set out in the RT Safeguarding & Child Protection Policy.

## Schedule 20 Leaving Raedwald Trust

Staff notice periods are set as per individual staff contracts. Notice of resignation must be made in writing to your line manager. Formal acknowledgement of your resignation will be made and the exit process will begin.

You will be invited to an exit interview which will be undertaken by the Central team. During the interview, arrangements will be made for the return of Raedwald Trust equipment (laptop, mobile phone, badge, fobs, keys etc).

It is Raedwald Trust's policy to respond to reference requests in a standard, factual format. The reference will be completed by the Central team / CEO and will include job title, period of employment and whether there are any safeguarding concerns regarding the individual.

## Schedule 21 Menopause Guidance

**1. Principle**

1.1. Raedwald Trust recognises the importance of supporting our colleagues who experience menopausal symptoms and are committed to ensuring that appropriate adjustments and additional support are available to help colleagues feel comfortable at work.

1.2. Menopause is still very much viewed as a private matter, and is rarely discussed openly. Many individuals also do not recognise that the symptoms they are experiencing could be due to menopause.

1.3. We aim, as part of our desire to create an open, inclusive, and understanding culture, to increase awareness of menopause and the impact it has on individuals' lives.

1.4. This document includes information on menopause, internal and external resources that can help support our colleagues, and provides guidance to line managers on ways to support their people who may be experiencing symptoms.

1.5. This guidance does not form part of any employee's contract of employment, and may be amended at any time.

**2. What is menopause?**

2.1. Menopause is a natural health event for most women and some trans men, non-binary, and intersex people, that usually takes place between 40 and 55 years of age (the average age in the UK is 51), during which they have not had a period for 12 months and experience hormonal changes. It can also happen earlier or later. For many people, symptoms usually last about four years, but in some cases can last longer, sometimes up to 12 years.

2.2. Menopause is preceded by perimenopause, during which the body prepares itself for menopause. Perimenopause can also last several years and can involve similar symptoms to menopause itself. For the purpose of this document, any reference to menopause includes perimenopause. Perimenopause is not the same as premature menopause.

2.3. Premature menopause is when an individual experiences menopause early, either naturally or through surgery or illness.

2.4. Post-menopause is the time after menopause. A person who is post-menopausal may still experience menopausal symptoms for years to come.

2.5. Many who experience menopausal symptoms will have mild symptoms, but for others, symptoms can be severe and can greatly impact their day-to-day lives. While symptoms vary and each person's experience will differ, they commonly include:

2.5.1. Hot flushes.
2.5.2. Night sweats and difficulty sleeping.
2.5.3. Anxiety and panic attacks.
2.5.4. Dizziness.
2.5.5. Fatigue.
2.5.6. Memory loss.
2.5.7. Depression.
2.5.8. Headaches/migraines.
2.5.9. Dry eyes.
2.5.10. Recurrent urinary tract infections.
2.5.11. Joint stiffness, aches and pains
2.5.12. Reduced concentration and focus.
2.5.13. Irregular and/or heavy periods.

2.6. Three out of four people get symptoms, one in four troublesome enough to affect day-to-day life (NHS Employers, 2021). and six out of ten enough to have a negative impact on their working life (NHS Employers, 2022). The physical and emotional impact of the menopause can be far reaching due to the symptoms outlined above, and may have a significant impact in the workplace.

2.7. For those who are dealing with these symptoms, they may find their job more challenging, which in turn may affect their wellbeing, confidence, and performance at work. It is important that the Trust works together to reduce the stigma around menopause, increase our understanding and awareness of the topic and offer appropriate support while individuals go through this period in their lives.

**3. Support for individuals**

3.1. Raedwald Trust encourage an environment in which colleagues can, if they want to, have open conversations about menopause. We expect everyone to be supportive of colleagues who may be affected by the menopause in the workplace.

3.2. Anyone affected by menopause is encouraged to speak to their manager or the HR Officer about their symptoms and the support they may need to reduce the difficulties menopause can cause them at work. Early notification, where possible, will also help managers to determine the best course of action to support an individual's needs.

3.3. It is important to note that transgender colleagues may also be impacted by menopause and the Trust is committed to providing appropriate support to anyone affected.

3.4. While many who go through menopause will be able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopausal symptoms on their work. If you believe that you would benefit from adjustments or other support, you should speak to your manager in the first instance.

3.5. Experiencing menopausal symptoms can be a sensitive and personal matter and as such, some individual's may not wish to discuss this with their manager initially. In these circumstances, please speak in confidence to the HR Officer or a trusted colleague instead.

3.6. Each situation will be dealt with on a case-by-case basis and support could take the form of:

3.6.1. Temperature control: the Trust strives to achieve a comfortable working temperature for employees. We will allow flexibility within our dress code where reasonable. There are water coolers available at each site and a desk fans will be provided upon request.

3.6.2. A referral to our occupational health providers to ensure that an individual's working environment is not making their menopausal symptoms worse, and to inform us of any further reasonable adjustments that should be considered, especially in the instances where the menopause is causing significant sickness absence or where it is directly affecting performance.

3.7. We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing specific risks to the health and wellbeing of those going through the menopause.

**4. Internal support**

4.1. EAP – the employee assistance programme provided by Education Support is a confidential support network for practical advice and counselling. The free service is accessible 24-hours a day, 365 days a year by phone 08000 856 148 or online www.educationsupport.org.uk

4.2. MHFA - our network of Mental Health First Aiders can listen and signpost mental health support.

4.3. Occupational health - provide impartial and confidential advice on fitness for work and the type of support required to ensure those experiencing mental ill health can remain in the workplace or successfully return to the workplace. For more information please contact the HR Officer.

**5. External support (specialist agencies and charities)**

5.1. Menopause Matters - Menopause Matters, menopausal symptoms, remedies, advice.
5.2. The Daisy Network - Charity for Women with POI | The Daisy Network.
5.3. Menopause Café - Gather to eat cake, drink and discuss menopause (menopausecafe.net).
5.4. Henpicked - Home - Henpicked.
5.5. Balance - Balance - Homepage (balance-menopause.com).
5.6. NHS – information on menopause, perimenopause and treatment options including HRT, consistent with current NICE guidelines:
5.7. NICE – National Institute for Health and Care Excellence guidance on menopause (NG23 and updates).

**6. How can you stay healthy during menopause?**

6.1. We encourage you to speak with your GP to determine if you are experiencing menopause and to explore what treatment/medication may be suitable for you to help ease your symptoms. There are checklists available such as the Henpicked Colleague support pack, which can help prepare you for these conversations.

6.2. There are also other ways to ensure you look after your physical health as you go through the changes that menopause brings:
6.2.1. Eat a balanced diet.
6.2.2. Refrain from smoking.
6.2.3. Limit alcohol intake.
6.2.4. Exercise regularly.

**7. Support for managers and colleagues**

7.1. It is important that everyone within the Raedwlald Trust are aware of this guidance and understand the practical steps that can be taken to support a colleague who is experiencing menopause.

7.2. What you should do:
7.2.1. Make yourself and your team familiar with this document and our internal and external sources of support.
7.2.2. Attend webinars or other training we provide on menopause.
7.2.3. Create an environment where individuals feel comfortable disclosing health issues, i.e. make conversations about wellbeing standard in one-to-one meetings and try to raise awareness of menopause generally in your team to help breakdown the stigma and embarrassment some people feel about the topic.
7.2.4. Ensure you listen to the needs of each individual, and be open to having discussions about menopause, ensuring confidentiality where requested.
7.2.5. You may find that an individual chooses not to initially discuss their symptoms with you, try not to take this to heart and remain open to a discussion when/if they feel ready to talk.
7.2.6. Be aware that some individuals may seek to downplay symptoms, so encourage an open and honest discussion where appropriate.
7.2.7. If an individual does inform you that they are suffering with menopausal symptoms, then work with them to ensure the right support is provided. Menopause and the symptoms associated with it, should be treated as a long-term health issue.
7.2.8. Ensure that you check in regularly with the individual to review the effectiveness of any support measures put in place, and make any changes as necessary.
7.2.9. Treat all conversations about the menopause sensitively and handle all information disclosed confidentially and in accordance with the Trust's Data Protection Policy and Privacy Notices.

7.3. What you shouldn't do:

7.3.1. Make assumptions about menopause and how this may be affecting the individual.
7.3.2. Shy away from talking about menopause.
7.3.3. Share personal information that has been disclosed to you without consent.
7.3.4. Provide medical or personal advice where it is not wanted.
7.3.5. Try to refrain from making decisions for the individual; instead signpost relevant help, and agree together how to move forward.

7.4. Example questions to ask:
7.4.1. What symptoms are you experiencing?
7.4.2. How are these symptoms affecting you day-to-day/at work?
7.4.3. What are you already doing to try to manage this?
7.4.4. What other ways can we help you at work in managing these symptoms?

**8. Data protection**

8.1. Raedwald Trust will process any personal data collected in accordance with its Data Protection Policy. We will comply with the requirements of data protection, legislation (including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations, and secondary legislation, as amended or updated from time to time). Records will be kept in accordance with our Retention Schedule and in line with the requirements of data protection legislation. Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.