



Flexible Policy

Last approved: July 2023
Approved by: Chairs Actions
Next review due: July 2026

Safeguarding Statement

BN1 Arts is a post-16 specialist provider, specialising in Music and the Creative and Performing Arts. All staff, volunteers and partners are committed to safeguarding the welfare of every person within BN1 Arts. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Flexible Working Requests

We will deal with flexible working requests to change your working pattern in a reasonable manner and within two months of your request.

To be eligible to make a flexible working request, you must:

- be an employee;
- not have made more than two flexible working requests during the last 12 months (even if you withdrew that request).

There is no minimum length of service required to submit a statutory flexible working request.

A flexible working request under this policy means a request to do any or all of the following:

- to reduce or vary your working hours;
- to reduce or vary the days you work;
- to work from a different location (for example, from home).

Your flexible working request should be submitted to us in writing and dated. It should:

- state that it is a flexible working request;
- explain the change being requested and propose a start date; and
- state whether you have made any previous flexible working requests.

We will then arrange a meeting at a convenient time and place to discuss your request. You may be accompanied at the meeting by a colleague of your choice. They will be entitled to speak and confer privately with you, but may not answer questions on your behalf. It may be possible to grant your request in full without a meeting, in which case we will write to you with our decision.

We will inform you in writing of our decision as soon as possible after the meeting. If your request is accepted, we will write to you with details of the new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter. If we cannot immediately accept your request we may require you to undertake a trial period before reaching a final decision on your request. Unless otherwise agreed, changes to your terms of employment will be permanent. On some occasions we may need to reject your request for one or more of the following business reasons:

- the burden of additional costs;

- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods that you propose to work; or
- planned changes.

If this is the case and we are unable to agree to your request, we will write to tell you which of those reasons applies in your case. You will be consulted with before a flexible working request is rejected. We will also set out the appeal procedure.

You may appeal the decision in writing within 14 days of receiving our written decision. This includes a decision following a trial period. Again, your appeal must be dated and must set out the grounds on which you are appealing. We will then hold a meeting with you to discuss your appeal at which you may bring a colleague to the meeting. We will tell you in writing what our final decision is as soon as possible after the appeal meeting, including reasons. There is no further right of appeal.