



**List of HR policies and procedures for schools and academies  
February 2017**

<b>Chapter SA – Recruitment and Selection</b>		<b>Date Policy Last Published</b>
<b>SA01</b>	<b>Recruitment &amp; Selection Handbook</b>	1 March 2013
SA01A	Appendices 1c,d,e,h,i for Recruitment and Selection Handbook	
SA01B	Appendices 3a,b,c,d for Recruitment and Selection Handbook	
<b>SA02</b>	<b>Employing People who are related</b>	April 2010
<b>SA03</b>	<b>Medical Clearance Procedure</b>	April 2010
<b>SA04</b>	<b>Probationary Policy</b>	November 2016
SA04a	Probationary Flow chart	
SA04b	Probationary Review form	
SA04c	Probationary confirmation letter NCC employee	
<b>SA05</b>	<b>Volunteers policy</b>	January 2013
SA05a	Schools Volunteer Application form – Appendix 1	
SA05b	Statutory Guidance on Supervision of Children – Appendix 1a	
SA05c	Schools Volunteering Agreement – Appendix 2	
SA05d	Schools Volunteer Registration Form – Appendix 3	
SA05e	Schools Volunteer Record – Appendix 4	
<b>SA06</b>	<b>Fixed Term Contracts Policy</b>	1 March 2013
SA06a	Fixed Term Appendix 1 Letter	
SA06b	Fixed Term Appendix 2 Letter	
SA06c	Fixed Term Appendix 3a Letter	
SA06d	Fixed Term Appendix 3b Letter	
<b>SA08</b>	<b>Engagement of Casual Workers</b>	July 2012
SA08a	Pay Structure – Casual Workers	
<b>SA09</b>	<b>DBS Policy</b>	1 May 2014
SA09a	Recruitment of Ex-offenders Policy	1 May 2014
SA09b	Types of DBS Disclosure checks	
SA09c	Statutory definition of Supervision in relation to Children	
SA09d	Ofsted Guidance – Inspecting Safeguarding (by link)	
SA09e	DBS Decision Tree	
SA09f	DBS Guide to Eligibility	
SA09g	Childcare Disqualification Requirements	May 2016
SA09gi	Appendix 1 – Disqualification form	
<b>SA10</b>	<b>Apprenticeships Policy</b>	July 2015
<b>Chapter SB – Equality &amp; Diversity</b>		
<b>SB02</b>	<b>Equality in Employment Policy</b>	November 2016
SB03	<i>For harassment, see SH04 below</i>	
SB05	Guidance on gender transition at work	November 2016
SB06	Supporting employees with a disability	November 2016
<b>Chapter SC – Pay, Grading &amp; Allowances</b>		
<b>SC01</b>	<b>Teachers Pay Policy</b>	September 2016
<b>SC02</b>	<b>Outside paid work policy</b>	November 2009
<b>SC03</b>	<b>Childcare Vouchers Policy</b>	November 2013
SC03a	Childcare Employee FAQ's	
<b>SC04</b>	<b>Job Evaluation Policy</b>	March 2015
SC04a	Job Description Questionnaire	

SC04b	Job Evaluation Request Form	
SC04c	Guidelines for headteachers on how to prepare jobs for evaluation	
<b>SC05</b>	<b>Long Service Award Policy</b>	March 2014
<b>SC06</b>	<b>Pay Policy for School based Support Staff</b>	April 2015
SC07	Schools support staff pay scales	April 2016
<b>Chapter SD – Working Hours and Leave</b>		
<b>SD01</b>	<b>Flexible Working Arrangements Policy</b>	February 2017
SD01a	Flexible Working Application Acceptance Form	
SD01b	Flexible Working Application Form	
SD01c	Flexible Working Application Rejection Form	
<b>SD02</b>	<b>Overtime Policy</b>	April 2014
<b>SD03</b>	<b>Special Leave Policy</b>	February 2017
<b>SD04</b>	<b>Working Time Policy</b>	February 2017
<b>SD05</b>	<b>Parental Leave Policy</b>	April 2015
SD05a	Parental Leave Record Form	
<b>SD06</b>	<b>Shared Parental Leave Policy</b>	September 2016
SD06a	SPL – Notice of curtailment of maternity leave	
SD06b	SPL – Notice of entitlement to SPL – employee is mother/primary adopter	
SD06c	SPL – Notice of entitlement to SPL – employee is father/partner	
SD06d	SPL – Period of Leave Notice	
<b>SD07</b>	<b>Teaching Staff Adoption Leave &amp; Pay Policy</b>	April 2015
SD07a	Notification of Adoption Leave – Teaching Staff	
SD07b	KIT Days Record – Teaching Staff	
SD07c	KIT Days Letter	
<b>SD08</b>	<b>Support Staff Adoption Leave &amp; Pay Policy</b>	April 2015
SD08a	Notification of Adoption Leave Form – Support Staff	
SD08b	KIT Days Record – Support Staff	
SD08c	KIT Days Letter	
<b>SD09</b>	<b>Teachers Maternity Leave &amp; Pay Policy</b>	September 2016
SD09a	Notification of Maternity Leave to payroll form – Teaching Staff	
SD09b	Model Return Letter – Employee Teaching Staff	
SD09c	Model Return Change Letter – Teaching Staff	
SD09d	KIT Days Standard Letter – Teaching Staff	
SD09e	KIT Days Record – Teaching Staff	
<b>SD10</b>	<b>Support Staff Maternity Leave &amp; Pay Policy</b>	September 2016
SD10a	Notification of Maternity Leave to payroll – Support Staff	
SD10b	Model Return Letter – Employee	
SD10c	Model Return Change Letter - Employee	
SD10d	LGPS – Maternity Leave provision	
SD10e	KIT Days Record – Support Staff	
<b>SD11</b>	<b>Paternity Leave and Pay Policy</b>	September 2016
SD11a	Notification of Paternity Leave Forms	
SD11b	Notification of Paternity Leave (Adoption) Form	
<b>SD12</b>	<b>Critical Incident Policy</b>	December 2012
<b>SD13</b>	<b>Absence Without Authorised Leave</b>	February 2017
SD13a	AWOL Model Letters	
<b>Chapter SE – Employee Obligations</b>		
<b>SE01</b>	<b>Whistleblowing</b>	January 2016
SE01a	List of Prescribed People and Bodies (by link)	
<b>SE02</b>	<b>Substance Abuse Policy</b>	April 2010

<b>SE03</b>	<b>Schools Acceptable Use Policy</b>	September 2011
SE03a	Using Social Networking Safety	
SE03b	E-Safety Audit Tool	
<b>SE04</b>	<b>Bribery Act Policy</b>	February 2012
<b>Chapter SF – WAMG/LSP Guidance (Archived)</b>		
SF01	Lesson Observation Advice for Head Teachers	October 2008
SF02	Lesson Observation Protocol	June 2011
SF03	Performance Management	March 2010
SF04	Rarely Cover	
<b>Chapter SG - Sickness &amp; Absence</b>		
<b>SG01</b>	<b>Attendance Management Policy</b>	January 2017
SG01a	Attendance Management Managers Toolkit	
SG01b	Schools Attendance Management Model Letters	
SG01c	Self Certification Form	
<b>SG02</b>	<b>Occupational Sick Pay</b>	January 2017
<b>Chapter SH – Discipline, Grievance &amp; Performance</b>		
<b>SH01</b>	<b>Disciplinary Policy</b>	September 2016
SH01a	Disciplinary Model Letters	
SH01b	Investigation Report Template	
<b>SH02</b>	<b>Grievance Policy</b>	September 2016
<b>SH03</b>	<b>Capability Procedure</b>	November 2016
SH03a	Capability Model Letters	
<b>SH04</b>	<b>Anti Bullying and Harassment Policy</b>	September 2016
SH04a	Bullying and harassment reporting form	
<b>Chapter SI – Redundancy &amp; Redeployment</b>		
<b>SI01</b>	<b>Redundancy Procedure</b>	June 2013
SI01a	Appendix A – Redundancy Timetable	
SI01b	Appendix B – Whole school staff list	
SI01c1	Appendix C - Guidance on criteria	
SI01c8	Appendix C - Example Summary sheet	
SI01d	Appendix D – Job matching & ringfencing guidance	
SI01e1	Appendix E1- Model consultation letter to Trade Union	
SI01e2	Appendix E2 – Model consultation letter staff	
SI01f1-f8	Appendix F1 – F8 Model Letters	
SI01g1	Appendix G1 – Model Agenda for Representations Meeting	
SI01g2	Appendix G2 – Model Agenda for Appeal Meeting	
SI01h	Checklist of final documents	
	Business Case for Redundancies in School - Guidance	
<b>Chapter SJ – Performance, Assessment and Development</b>		
	<b>PADP Forms and Guidance – Support Staff</b>	
	Form A – Standard PADP form	
	Form B – Standard PADP form	
	Form C – 360 feedback	
	Performance related Pay – FAQ's	
	Proud to be an Appraiser in Schools	
<b>SJ01</b>	<b>Teacher Appraisal policy</b>	September 2016
	Teacher Appraisal Model Form	

<b>Chapter SK – Leaving the Services</b>		
<b>SK01</b>	<b>Retirement Policy</b>	May 2016
<b>SK03</b>	<b>Death in Service</b>	May 2016
<b>Chapter SN – Trade Unions</b>		
<b>SN01</b>	<b>Working with Trade Unions</b>	October 2014
	Guidance notes on NUT NASUWT action short of strike	July 2016
<b>Chapter SO – Health &amp; Safety</b>		
<b>SO01</b>	<b>Lone Working Procedure</b>	April 2010
<b>SO02</b>	<b>Stress Policy</b>	October 2008
SO02a	Stress Management – Manager’s check list	
<b>SO03</b>	<b>Work Life Balance Policy</b>	February 2017
<b>Chapter SP – Other Guidance</b>		
<b>SP04</b>	Keeping Children Safe in Education (link)	
<b>SP05</b>	<b>English Fluency Duty Guidance</b>	November 2016
<b>Chapter P – Pay &amp; Benefits HR Procedures (Archived)</b>		
<b>PO1</b>	<b>Assimilation Procedure</b>	July 2010
<b>PO2</b>	<b>Pay Protection Policy</b>	December 2011

### School Policies Adoption Sheets

School Policy Adoption Sheet  
School Handbook Adoption Sheet  
School Handbook Partial Adoption Sheet

### National Conditions of Service

Green Book  
The Burgundy Book

Pattishall CE Primary School uses its own Acceptable Use Policy as agreed by the Governing Body.