

Policies and Procedures

On this page, logged-in users can download the Schools HR team's range of policy and procedure documents for schools. **Please scroll down to the bottom of the page to access them.**

We have grouped them into the following categories and they cover the following:

Pay and benefits

- Pay policy 2018
- Flexible working guidance (for school-based employees)
- Leave of absence
- Adoption procedure (for school-based employees)
- Maternity procedure (for school-based employees)
- Paternity leave procedure (for school-based employees)
- Shared parental leave procedure (for school-based employees)

Health, Safety, Wellbeing and Sickness

- [Managing sickness absence \(available on a separate page\)](#)

Joining procedures

- Smoking policy
- [Recruitment and selection \(available on a separate page\)](#)

Working, learning and development

- Probation policy (and appendices)
- Induction policy
- Anti Bribery Statement
- Appraisal policy
- Appraisal policy (Support Staff)
- Capability of staff
- Disciplinary policy and procedure
- Employment of close relatives policy and procedure
- Grievance policy
- Re-organisation and redundancy model policy and procedure
- School code of conduct
- Whistle Blowing Policy (for school-based employees)

Remit: [Schools](#)

Support Services: [HR & Legal Services](#)

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Icon:

Description: Schools HR guidance on policies and procedures

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