

Employment Manual

Ashbourne Independent School Ltd

Contents

Introduction	3
Equal opportunities policy.....	4
Management: The College is committed to providing relevant training for all staff on their responsibilities and duties under this policy.....	6
Dignity at work policy.....	7
Code of conduct for staff.....	11
Health and safety at work rules	19
Breach of health and safety regulations: In certain circumstances, breaches of Health and Safety Regulations and/or law and/or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event a failure to comply with the appropriate standards will render an employee liable to disciplinary action.....	19
Sickness policy	20
Adoption leave and pay policy	21
Maternity policy	24
Paternity leave and pay policy.....	27
Domestic incident leave policy.....	30
Parental leave policy.....	31
Flexible working policy.....	32
Repeated Requests: The College will not be under an obligation to consider a Request under this policy where you have already made a Request within the last 12 months.....	33
Procedure for considering requests to work beyond retirement age.....	34
Capability procedure.....	36
Disciplinary rules.....	38
Disciplinary and dismissal procedure.....	40
Grievance procedure.....	43
Whistleblowing policy.....	45
Data protection policy	47
Confidentiality: A reference from a person outside the College will be treated as having been received in confidence.....	48
E-mail and internet policy	49
Outside communications policy	51
Reference policy	52
Smoking, alcohol and drugs policy	53
Flexible working request form	55
Parental leave request form	59
Paternity leave notification form	60
Paternity adoption leave notification form	61
Self-certification form	62

Introduction

1. **Purpose:** This Employment Manual sets out the College's rules, policies and procedures affecting members of staff and also provides information about some of your statutory entitlements. You should make yourself familiar with the contents. You should act in conformity with the Employment Manual in carrying out your responsibilities.
2. **Changes:** From time to time the College may need to make changes to the Employment Manual. You will be notified in writing of any changes.
3. **Status:** Unless otherwise indicated, the contents of this Employment Manual do not form part of your contract of employment. Where the policy or procedure reflects your statutory entitlements (such as the paternity leave and pay policy), the College will comply with the statutory entitlements in force at the relevant time.
4. **Queries:** If you have any queries about your contract of employment or this Employment Manual, please contact the Director of Studies.

Equal opportunities policy

Purpose of the policy

1. **College's position:** The College supports the principle of equal opportunities and opposes discrimination on the basis of sex, marital or civil partnership status, any gender reassignment, race, disability, sexual orientation, religious belief, part time or fixed term employment and age. Being a committed equal opportunities employer, the College will take every possible step to ensure that employees are treated equally and fairly in respect of these matters. All policies and practices will conform with the principle of equal opportunities in terms of recruitment, selection, training, promotion, career development, discipline, redundancy and dismissal. Our staff and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes.

To whom does this policy apply?

2. **Application:** This policy applies to the College's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at the College (collectively workers).
3. **Workers' duties:** All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, the College may be at risk of being held responsible for the acts of individual members of staff and therefore shall not tolerate any discriminatory practices or behaviour.

Personnel responsible

4. **Overall responsibility:** The Principal has overall responsibility for the effective operation of the College's equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Principal has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Studies.
5. **Management:** Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of the College with regard to equal opportunities.
6. **Questions about this policy:** All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the Director of Studies.

Forms of discrimination

7. **Types:** Discrimination may be direct or indirect and it may occur intentionally or unintentionally.
8. **Direct discrimination:** Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 1 above. For example, rejecting an applicant of one race because it is considered they would not "fit in" on the grounds of their race could be direct discrimination.

9. **Indirect discrimination:** Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If these criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex.
10. **Victimisation and harassment:** Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment (see the College's dignity at work policy).

Recruitment and selection

11. **School's position:** The College aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in paragraph 1 above. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are reviewed from time to time to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Staff training and promotion and conditions of service

12. **The School's position:** Staff training needs shall be identified through regular staff appraisals. All workers will be given an equal opportunity and access to training to enable them to progress within the organisation. All promotion decisions shall be made on the basis of merit.
13. **Terms and conditions:** Our conditions of service, benefits and facilities will be reviewed from time to time to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them.

Disability discrimination

14. **Informing the School:** If you are disabled, or become disabled in the course of your employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible.
15. **Reasonable adjustments:** You may also wish to advise the Director of Studies of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. The Director of Studies may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.
16. **Access:** The College shall monitor the physical features of its premises to consider whether they place disabled users of the premises at a substantial disadvantage compared to other users. Where possible and proportionate, the College will take steps to improve access for disabled users of the premises.

Fixed-term employees

17. **Monitoring:** We will monitor our use of fixed-term employees and their conditions of service, to ensure that they are being offered appropriate access to benefits, training,

promotion and permanent employment opportunities. We will, where relevant, monitor their progress within the College to ensure that they are accessing permanent vacancies.

Part-time workers

18. **Monitoring:** The College will monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately under the College's flexible working policy.

Breaches of the policy

19. **Complaints:** If you believe that you may have been disadvantaged on any of the unlawful grounds listed in paragraph 1 above, you are encouraged to raise the matter through the College's grievance procedure. If you believe that you may have been harassed on any of the unlawful grounds listed in paragraph 1, you are encouraged to raise the matter through the College's dignity at work policy. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure.
20. **False allegations:** These procedures apply during and after termination of your employment. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under the disciplinary and dismissal procedure.
21. **Disciplinary action:** If, after investigation, you are proven to have bullied or harassed any other worker on the grounds of sex, marital or civil partnership status, sexual orientation, religion or belief, race, disability or age or otherwise acted in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The College will always take a strict approach to serious breaches of this policy.

Revision of policy

22. **Review:** This policy is reviewed annually by the Director of Studies. Recommendations for any amendments are reported to the Principal.

Management: The College is committed to providing relevant training for all staff on their responsibilities and duties under this policy.

Dignity at work policy

Introduction

1. **Purpose:** The purpose of this policy is to ensure that all employees of the College are treated with dignity and respect and are free from harassment, intimidation or other forms of bullying at work.
2. **Breach:** Breach of this policy will be dealt with under our disciplinary and dismissal procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Legal framework and personnel

3. **The College's commitment:** The College has a duty to provide staff with a safe place and system of work. This includes a workplace free from harassment, intimidation and bullying. We also have responsibilities not to harass or discriminate against employees on the grounds of their sex, sexual orientation, marital or civil partnership status, gender reassignment, race, religion, colour, nationality, ethnic or national origin, disability or age. In some situations we may also be responsible for the actions of our employees towards each other and towards third parties. In certain circumstances harassment can amount to unlawful discrimination. This policy serves to demonstrate our commitment to identifying and wherever possible eliminating such unlawful behaviour.
4. **Overall responsibility:** The Principal has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing and implementing action required under it to the Director of Studies. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to the policy also lies with the Director of Studies.
5. **Line Managers:** Those with line management duties have a specific responsibility to operate within the boundaries of this policy and to facilitate its operation by ensuring that staff understand the standards of behaviour expected of them and by identifying and acting upon behaviour that falls below these standards.
6. **Employee's responsibility:** All employees are responsible for treating their colleagues with dignity, and for the success of this policy and should ensure that they take the time to read and understand it. Employees should disclose any instances of harassment or bullying of which they become aware to the Director of Studies. Questions about this policy should be directed to the Director of Studies.

What are harassment and bullying?

7. **Definition of harassment:** Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of, affecting an employee's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Such conduct is commonly related to sex, sexual orientation, marital or civil partnership status, gender reassignment, race, religion, colour, nationality, ethnic or national origin, disability, or age.
8. **Instances:** Harassment generally arises where an employee has made it clear that they find certain behaviour unwelcome and that behaviour has continued unchanged. Harassment can also arise as a result of a single incident provided it is sufficiently serious. It is important to remember that even though the conduct may only be unwanted or offensive to one individual it can still amount to harassment. Employees who believe they are being subjected to harassment should not hesitate to use the procedures set out below. All staff should consider whether their actions could be offensive to others.
9. **Examples of harassment:** Examples of harassment might include:

- unwanted physical contact, ranging from touching or brushing against another employee's body to assault or coercing sexual relations
- unwelcome sexual advances, propositions or pressure for sexual activity
- continued suggestions for social activity within or outside the workplace after it has been made clear that such suggestions are unwelcome
- offensive or intimidating comments
- suggestions that sexual favours may further an employee's career or that refusal of sexual favours may hinder it
- the display of pictures, objects or written materials that may be considered pornographic or offensive to particular ethnic or religious groups
- conduct that denigrates or ridicules a employee because of his or her sex, race, sexual orientation, disability, religion or age including abuse or insults about appearance or dress
- insensitive jokes or pranks
- shunning an employee, for example, by deliberately excluding him or her from conversation

The list is not exhaustive and other behaviour may constitute harassment.

10. **Definition of bullying:** Bullying means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure a colleague. Bullying does not include legitimate and constructive criticism of your performance or behaviour, an occasionally raised voice, or an argument. Examples of bullying include ridiculing or demeaning others, particularly junior colleagues, overbearing supervision and unjustifiably excluding colleagues from meetings/communications.
11. **Conduct outside the workplace:** This policy covers harassment or bullying which occurs both in the workplace itself and in settings outside the workplace, such as College trips, events or social functions organised for or on behalf of the College and on or off College premises.

What to do if you have been bullied or harassed: informal procedure

12. **Stage one:** If you consider that you are being bullied or harassed, you should initially attempt to resolve the problem informally, explaining clearly to the person responsible that the behaviour in question is not welcome and that it offends you or makes you uncomfortable.
13. **Stage two:** If stage one is too difficult or embarrassing for you to do on your own, you should seek support from the Director of Studies. The Director of Studies will provide confidential advice and assistance to employees who have been bullied or harassed and will assist in the resolution of any problems, whether through formal or informal means. If the person concerned is your Head of Department, you should ask the person at the next level of management to speak to him.
14. **Stage three:** If the conduct continues or if it is not appropriate to resolve it informally, you should keep a record of any relevant incidents and follow the formal procedure set out below.
15. **Guidance:** If you are in any doubt as to whether an incident or series of incidents which have occurred constitute bullying or harassment, then in the first instance you should approach the Director of Studies confidentially, on an informal basis. They will be able to advise you as to how the matter should be dealt with.

What to do if you have been bullied or harassed: formal procedure

16. **Formal procedure:** The informal procedure may not be appropriate due to the nature of the harassment or bullying or because you do not feel able to talk directly to the person creating the problem. In these cases, or where the informal procedure has been unsuccessful, you should raise your complaint in writing with the Director or Studies, whose role is to achieve a solution wherever possible and to respect the confidentiality of all concerned. (If the matter concerns the Director of Studies, you should refer it to the Principal.)
17. **Pursuing a complaint:** As a general principle, the decision to progress a complaint rests with you. However, as your employer we have a duty to protect all employees and we may pursue a complaint independently if we consider it is appropriate to do so in all the circumstances.
18. **Necessary details:** If you wish to make a formal complaint, you should set out full details of the unwanted conduct in writing. These details should include the name of the harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) when the harassment or bullying occurred, the names of any witnesses and any action taken so far to attempt to stop the harassment or bullying.

Formal procedure: investigation

19. **Conduct of investigation:** Complaints will be managed in a timely and confidential manner via an independent investigation to establish the details of what happened. Your name and the name of the alleged harasser will not be divulged other than on a "need to know" basis to those individuals involved in the investigation. At the outset, either the Director of Studies will investigate the complaint or will approach an individual with no prior involvement in the complaint to carry out an investigation. The investigation will be thorough, impartial and objective, and will be carried out with sensitivity and with due respect for the rights of all parties concerned.
20. **Arrangements during the investigation:** Consideration will be given to whether the alleged harasser or bully should be redeployed temporarily, suspended on full pay or whether reporting lines should be altered pending the outcome of the investigation.
21. **Meeting:** As part of the investigation, the person investigating the complaint will meet with you to hear your account of the events leading to your complaint. You may be accompanied by a colleague or a trade union official of your choice. The person investigating will also meet with the alleged harasser or bully who may also be accompanied by a colleague or trade union official of his/her choice. It may also be necessary to interview witnesses to any of the incidents mentioned in your complaint. Where it is necessary to interview witnesses, the importance of confidentiality will be emphasised to them.
22. **Conclusion:** At the conclusion of the investigation, the person investigating will prepare a report. You and the alleged harasser will be provided with a copy of the report together with any findings. You will be informed of your rights of appeal.
23. **Disciplinary sanctions:** If it is found that harassment or bullying has occurred, prompt action will be taken to stop the harassment or bullying immediately and prevent its recurrence. The findings will be dealt with under the College's disciplinary procedure. Consideration will be given to whether the harasser or bully should be dismissed and, if not, whether he or she should remain in his or her current post or be transferred. Even where a complaint is not upheld, (for example, where evidence is inconclusive), consideration will be given to how the ongoing working relationship between you and the alleged harasser or bully should be managed. This may involve, for example, arranging some form of mediation or counselling or a change in the duties or reporting lines of either party.

Formal procedure: appeal

24. **Appeal procedure:** If you are not satisfied with the outcome of the investigation, you have the right to appeal the decision within five working days of being notified of the outcome. If you need more time to appeal, you should notify the Director of Studies within the five day period. You should submit your full written grounds of appeal to the Director of Studies. Arrangements will then be made for your appeal to be heard by the Principal at an appeal meeting. You may be accompanied by a colleague or a trade union official of your choice. You will be notified of the outcome of the appeal within seven days of this meeting. This is the final stage of the formal procedure.

General

25. **Protection from victimisation:** Employees who, in good faith, make complaints under this policy will be protected from intimidation or victimisation in connection with their involvement. If you have been subjected to any such intimidation or victimisation you may raise a complaint in writing under this procedure or the grievance procedure. Employees who, after investigation, are found to have given information falsely and in bad faith will however be subject to action under the disciplinary procedure.
26. **Confidentiality:** Confidentiality is very important throughout all parts of this procedure. It is the responsibility of everyone involved in the procedure to respect the high level of confidentiality that is required. Breach of confidentiality may give rise to disciplinary action under our disciplinary procedure.

Procedure following termination of employment

27. **Procedure:** If a complaint is raised by you following termination of your employment, if appropriate the College may follow all or part of this procedure at its discretion.

Monitoring and review of Policy

28. **Review:** This policy reflects the law and the College's practice as at 4th September 2009. The Director of Studies in conjunction with the Principal will be responsible for reviewing this policy from a legislative and operational perspective from time to time.
29. **Training:** The Director of Studies has responsibility for ensuring that any personnel who may be involved with investigations or administrative tasks carried out under this policy receives regular and appropriate training to assist them with these duties.
30. **Comments:** Employees are invited to comment on this policy and suggest ways in which it might be improved by contacting Director of Studies.

Code of conduct for staff

Purpose and application

1. **Purpose:** Relationships with fellow staff, employees, governors, contractors, visitors, pupils and their parents or guardians should be reasonable and mutually respectful at all times. This code has been formulated in order to maintain this balance.

The purpose of the code is to:

- confirm and reinforce the professional responsibilities of staff (both teaching and non-teaching)
 - clarify the legal position in relation to sensitive aspects of staff/pupil relationships
 - set out the expectations of standards to be maintained within the College.
2. **Your duty:** It is the contractual duty of every member of staff to observe the rules and obligations in this code. You should also follow the guidance unless there is a good reason not to follow it in a particular case.
 3. **Application:** Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of pupils in our care, and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in this College, and not just teachers. Forming inappropriate relationships with pupils or young people who are pupils or students at another school or college may also be regarded as gross misconduct. Such behaviour tends to bring the College into disrepute and gives rise to concern that the staff involved cannot be trusted to maintain professional boundaries with pupils and students at the College.

Guidance on staff/pupil relationships

4. **Behaviour giving particular cause for concern:** You should take particular care when dealing with a pupil who:
 - appears to be emotionally distressed, or generally vulnerable and/or who is seeking expressions of affection;
 - appears to hold a grudge against you
 - acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or one whose manner with adults is over-familiar
 - may have reason to make up an allegation to cover the fact that he or she has not worked hard enough for public examinations
5. **Procedure to be followed in these cases:** Some of these behaviours may be indications that a pupil has been, or is currently being, abused and should therefore be reported to the Designated Person under the College's Child Protection Procedures.
6. **General guidance:** You should be aware of the general guidance that will apply in all cases. In particular you:
 - need to exercise professional judgment but always act within the spirit of these guidelines. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with a senior colleague. A written record should be kept that includes justification for any action taken
 - must be familiar with procedures for handling allegations against staff

- must be aware of the College's Child Protection Procedures
 - must seek guidance from a senior colleague if you are in any doubt about appropriate conduct
7. **Record keeping:** Comprehensive records are essential. Any incident involving pupils that could give cause for concern, whether contemplated in these guidelines or not should be recorded with justifications for any action taken. In addition any incident should be promptly reported to a senior colleague.

General conduct

8. **General conduct and behaviour:** You should observe the College's policy on Smoking, Alcohol and Drugs contained in the Employment Manual.
9. **School property:** You must take proper care when using College property and you must not use College property for any unauthorised use or for private gain.
10. **Use of premises:** You must not carry out on College premises any work or activity other than pursuant to your terms and conditions of employment without the prior permission of the Director of Studies.
11. **Good order and discipline:** Teaching staff and other staff in charge or control of pupils must maintain good order and discipline at all times when pupils are present on College premises and whenever pupils are engaged in authorised college activities, whether on College premises or elsewhere.
12. **One-to-one meetings:** If you are teaching one pupil, or conducting a one-to-one meeting or teaching session with a pupil, you should take particular care in the following ways:
- use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson/meeting is taking place
 - arrange the meeting during normal school hours when there are plenty of other people about
 - do not continue the meeting for any longer than is necessary to achieve its purposes;
 - avoid sitting or standing in close proximity to the pupil, except as necessary to check work
 - avoid idle discussion
 - avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact
 - avoid any conduct that could be taken as a sexual advance
 - report any incident that causes you concern to the Designated Person under the College's Child Protection Procedures, and make a written record (signed and dated)
13. **Pre-arranged meetings:** Pre-arranged meetings with pupils outside school should not be permitted unless approval is obtained from their parents and a senior colleague. If you are holding such a meeting, you should inform colleagues before the meeting.
14. **Home visits:** In some circumstances home visits are necessary. You should:
- discuss the purpose of any visit with senior colleagues
 - follow the risk management strategy
 - not visit unannounced if this can be avoided

- leave the door open where you will be alone with pupils
 - keep records detailing times of arrival and departure, and work undertaken
 - discuss with your manager anything that gives cause for concern and refer to other agencies if felt appropriate
 - have a mobile 'phone and an emergency contact
15. **Language:** You should use appropriate language at all times. You should:
- avoid words or expressions that have any unnecessary sexual content or innuendo; avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc)
 - avoid any form of aggressive contact such as holding, pushing, pulling or hitting, which could amount to a criminal assault, or threatening words
 - avoid any words or actions that are over-familiar
 - not swear, blaspheme or use any sort of offensive language in front of pupils;
 - avoid the use of sarcasm or derogatory words when punishing or disciplining pupils and avoid making unprofessional personal comments about anyone
16. **Dress:** You should dress appropriately and in a professional manner. Dress must not be offensive, distracting or revealing. Political or other contentious slogans or badges are not allowed.
17. **Dealing with "crushes":** Crushes, fixations or infatuations are part of normal adolescent development. However they need sensitive handling to avoid allegations of exploitation. If you suspect that a pupil has a "crush" on you or on another colleague you should bring it to the attention of senior colleagues at the earliest opportunity.

The use of force or physical restraint

18. **Physical restraint:** All forms of corporal punishment are unlawful. However, by law, teaching staff, and other staff who are authorised by the Principal to have control or charge of pupils, may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following:
- committing a criminal offence
 - injuring themselves or others
 - causing damage to property, including their own
 - engaging in any behaviour prejudicial to good order and discipline at the College or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere
19. **Application of code of restraint:** This applies when a teacher, or other authorised person, is on College premises and when he or she is in control or charge of the pupil elsewhere, for example on a field trip or other authorised out of school activity. It only applies where no other form of control is available and where it is necessary to intervene.
20. **Before intervening:** Before intervening physically you should, wherever practicable, tell the pupil to stop and what will happen if he or she does not. You should continue attempting to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. You should always avoid touching or holding a pupil in a way that might be considered indecent. Nor should you act in a way that might reasonably be expected to cause injury.

21. **Inform senior staff:** You should inform the Principal or the Director of Studies immediately following an incident, except the most minor or trivial, where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards.
22. **Action taken in self-defence or in an emergency:** The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.
23. **Using reasonable force:** There is no legal definition of "reasonable force". It will always depend on the circumstances. Note that:
 - physical force could not be justified to prevent a pupil from committing a trivial misdemeanour
 - any force should always be the minimum needed to achieve the desired result
 - whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the pupil

Physical contact in other circumstances

24. **When physical contact may be appropriate:** Physical contact with a pupil may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games.
25. **Guidance on using physical contact:** You should observe the following guidelines (where applicable):
 - explain the intended action to the pupil
 - do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction
 - ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration
26. **Report concerns:** If you are at all concerned about any instance of physical contact, inform a senior colleague or the Principal without delay, and make a written record.
27. **Offering comfort to distressed pupils:** Touching may also be appropriate where a pupil is in distress and needs comforting. You should use your own professional judgement when you feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. For example, a pupil who has been abused may find physical contact particularly difficult. You should always notify a senior colleague when comfort has been offered and should seek guidance if unsure whether it would be appropriate in a particular case.
28. **Administering first aid:** When administering first aid you should explain to the pupil what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the College's Health and Safety at Work Rules and Intimate care guidelines, and parents should be informed.
29. **Regular physical contact:** Generally, regular physical contact can only be justified where it is part of an agreed plan such as College policy, or as a result of a Special Educational Need.

30. ***Pupils' entitlement to privacy:*** Pupils are entitled to privacy when changing or showering. However there still must be an appropriate level of supervision to ensure safety. You should:
- avoid physical contact or intrusive behaviour when pupils are undressed
 - announce yourself when entering changing rooms and avoid remaining unless required
 - not shower or change in the same place as pupils
31. ***Where a pupil has been abused:*** Where a pupil has previously been abused, staff should be informed on a 'need to know' basis, and should be extra cautious when considering the necessity of physical contact.

Code of conduct for contact outside school

32. ***Contact outside school:*** You should avoid unnecessary contact with pupils outside school. You:
- should not give pupils your home address, home 'phone number, mobile 'phone number or e-mail address
 - should not send personal communications to pupils unless agreed with a senior colleague
 - should not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by the Director of Studies or the Principal
 - should avoid contacting pupils at home unless this is strictly necessary, and you should keep a record of any such occasion
 - should not give a pupil a lift in your own vehicle other than on College business and with permission from the Director of Studies or the Principal
 - should avoid inviting pupils (groups or individuals) to your home unless there is a good reason and it has been approved by management. This prohibition also applies if you have on site accommodation
 - should ensure that pupils do not see anything in your home that may cause embarrassment or that might become the subject of inappropriate gossip or rumour
33. ***Social contact:*** You should be aware that where you meet pupils or parents socially, such contact could be misinterpreted as grooming. Any social contact that could give rise to concern should be reported to a senior colleague.
34. ***Friendships with parents and pupils:*** Members of staff who are friends with parents of pupils or who, for example, are voluntary workers in youth organisations attended by pupils, will of course have contact with those pupils outside school. However, members of staff should still respect the above advice wherever possible and should keep the Director of Studies informed of such relationships.
35. ***Arranging social contact as part of scheme or care programme:*** Where you are arranging planned social contact with parents or pupils, such as part of a reward scheme or pastoral care programme, you should still seek the approval of a senior colleague.
36. ***Scope of application of code on contact outside school:*** The same guidelines should be applied to after school clubs, school trips, and especially trips that involve an overnight stay away from the College there are separate, more detailed guidelines for school trips. The principles of this guidance also apply to contact with pupils or young people who are pupils at another school.

37. **After school activities:** When taking part in after school activities, you should:
- be accompanied by another adult unless otherwise agreed with a senior colleague
 - undertake a risk assessment
 - obtain parental consent

Communication with pupils

38. **Communicating with pupils and parents:** All communication with pupils or parents should conform to College policy and be limited to professional matters. Except in an emergency communication should only be made using College property.
39. **Application:** These rules apply to any form of communication including new technologies such as mobile 'phones, web-cameras, social net-working websites and blogs.

Code of conduct for photographs and videos

40. **Permission required:** You should seek permission from the Director of Studies, Director of Operations or the Principal before taking photographs or video camera footage of any pupils in class, at any school events or on a trip. You should also seek permission before displaying these photographs. You must not take images of pupils using personal mobile 'phones.
41. **Guidance where permission obtained:** Where permission has been obtained, the following should be considered:
- the purpose of the activity should be clear as should what will happen to the photographs or videos. You must be able to justify images in your possession
 - all images should be made available in order to determine acceptability
 - images should not be made during one-to-one situations
 - if an image is to be displayed in a place to which the public have access it should not display the pupil's name. Similarly where a pupil is named (in a school prospectus, for example) the name should not be accompanied by a photograph or video
 - all images of pupils should be stored securely and only accessed by those authorised to do so
42. **Appropriate material:** You must ensure pupils are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, should not be brought to work and you must not use College property to access such material. You should not allow unauthorised access to College equipment and should keep your computer passwords safe. If you discover material that is potentially illegal, you must isolate the equipment and contact the Designated Person under the College's Child Protection Procedures immediately.

Confidentiality and data protection

43. **Treatment of pupil information:** You should respect the privacy of pupils, parents and colleagues and should not pass information about, for example, addresses or telephone numbers to others, without checking first with the person concerned.
44. **Consent required:** Lists of pupils'/parents' names and addresses must not be used for any purpose without the consent of the Director of Studies, Director of Operations or the Principal. Information about pupils, parents or colleagues should never be disclosed to telephone enquirers. You should ask the enquirer to put the request in writing so that it can be dealt with appropriately.

45. **Disclosing confidential information:** Confidential information should only be disclosed on a need-to-know basis. Where it is not necessary to disclose a pupil's identity the information should be disclosed anonymously. If you are unsure whether you should disclose information, you should seek advice from a senior colleague.
46. **Duty to disclose confidential information:** You may have to disclose information, for example where abuse is alleged or suspected. In such cases, there is a duty to pass on the information immediately, but only to the Designated Person under the College's Child Protection Procedures. The storing of personal information must not breach the College's Data Protection Policy. Note: never give an undertaking of confidentiality to a pupil where child protection issues are involved (see separate Child Protection Policy).

Gifts and rewards

47. **If a gift is received:** If you receive a gift you should:
- declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £100. The Principal may in his/her absolute discretion require you to decline the gift
 - decline outright gifts that could be seen as a bribe or that have created an expectation of preferential treatment. Although it is accepted for parents or pupils to make small gifts to show appreciation, you must not receive gifts on a regular basis or receive anything of significant value
48. **Giving gifts and rewards:** Where you are thinking of giving a gift or reward:
- it should only be provided as part of an agreed reward system
 - in all cases except the above, the gift or reward should be of little value and should be distributed equally
 - selection processes should be fair and where possible should be agreed by more than one member of staff
49. **Allocation of gifts and rewards:** Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias or favouritism. The selection process must be based on transparent criteria.

Reporting and criminal offences

50. **Whistleblowing:** You should report any activities or behaviour of colleagues that give you cause for concern. You should be familiar with the College's Whistleblowing policy.
51. **Duty of disclosure:** You are required immediately to notify the College if you are charged or convicted of any criminal offence, if you receive a police caution, reprimand or warning, or if there is a formal child protection investigation of you or any member of your household under section 47 of the Children Act 1989 as amended.
52. **Examples of criminal offences:**
- 52.1. In addition to being gross misconduct, it is a criminal offence under the Sexual Offences Act 2003 for a person aged 18 or over who is in a position of trust in relation to another person under 18 to engage in sexual activity with that person. Sexual activity is defined broadly and does not have to include physical contact. The offence is punishable by up to six months' imprisonment and/or an unlimited fine. For the purposes of the Act, a teacher is in a position of trust in relation to pupils at the school at which he or she is teaching. It should be noted, however, as explained above, that forming inappropriate relationships with pupils or young people who are

pupils or students at another school may also be regarded as gross misconduct. Such behaviour tends to bring the College into disrepute and gives rise to concern that the staff involved cannot be trusted to maintain professional boundaries with pupils and students at the College.

- 52.2. The Sexual Offences Act 2003 also introduced the offence of "meeting a child following sexual grooming". This applies where an adult arranges to meet a child aged under 16 in any part of the world, if he has met or communicated with that child on at least two earlier occasions and intends to commit a sexual offence against that child. The law is clearly intended to apply where adults contact pupils through the internet. However, the prior meetings or communications need not have an explicitly sexual content.
- 52.3. Most sexual activity involving a person under the age of 16 (male or female) is an indecent assault which is both a criminal offence and a matter for which damages can be awarded. This is so, even when the younger person is alleged to have provoked or encouraged the activity.
- 52.4. The Education (Prohibition from Teaching or Working with Children) Regulations 2003 (SI 2003/1184) and the Education (Provision of Information by Independent Schools) (England) Regulations 2003 (SI 2003/1934) require that where an employee is dismissed for being unsuitable to work with pupils or relating to the person's health where a relevant issue is raised (or resigns to avoid such dismissal), he or she must be reported to the Independent Safeguarding Authority and may be barred or restricted from teaching or working with pupils.
- 52.5. Every complaint by a pupil must be taken seriously and investigated. It may be necessary to involve social services who may themselves involve the police if there are grounds for thinking that a criminal offence has been committed.

Consequences of breaching this policy

53. ***The School's position:*** It is in your interests to follow this policy so as to maintain standards of behaviour and your own professional reputation. A breach of this policy may be treated as misconduct and will render you liable to disciplinary action including in serious cases, dismissal.

Health and safety at work rules

1. **Your duty:** It is your contractual duty whilst at work to take reasonable care for your own safety and for that of others who may be affected by your acts or omissions.
2. **Legal responsibilities:** The College and its employees also have legal responsibilities under the Health and Safety legislation. If you need more information please ask the Director of Studies.
3. **Extra precautions:** There may be special precautions, codes of conduct or specific instructions relating to your use of particular equipment and substances. You should familiarise yourself with these and observe them at all times.
4. **Fire procedures:** You must comply with the College's fire regulations, fire drill practices and procedures. Copies of relevant standards are on all notice boards and at other strategic places throughout the College.
5. **Reporting accidents:** You must report any accident which occurs at your place of work - however trivial it appears to be. You may obtain an accident report form from the College Office.
6. **Safety awareness:** All employees are expected to adopt a safety conscious attitude and be aware of the circumstances which can cause accidents. You should, therefore, report immediately any hazards or potential hazards in your work place to the Premises and ICT Manager.
7. **Electrical equipment:** Equipment which does not require continuous operation should be switched off when not in use and disconnected from the main electricity supply at the end of the day. On no account should you carry out any adjustments to electrical equipment. In the event of a fault developing, the equipment should be switched off and the Premises and ICT Manager notified of the details.
8. **Workplace:** You should endeavour to keep your work place in a tidy state at all times. Care should be taken to ensure that cupboard doors and desk drawers are not left open unnecessarily. Special care should be taken to ensure that rights of way and escape routes are never obstructed.
9. **Lifting:** As serious injury, especially to the back, can result from incorrect lifting, you should familiarise yourself with the correct method of lifting heavy objects.
10. **First aiders:** The names of First Aiders are posted on the notice boards. If you, another member of staff or a pupil requires attention an appointed First Aider should be contacted. Where necessary, a person requiring treatment should be taken to the sick room. It is the First Aider's responsibility to assess the situation and decide the correct course of action.
11. **First aid boxes:** These are located at Reception and in the Laboratories and may only normally be opened by qualified First Aiders. Neither First Aiders nor any employees are permitted to dispense pharmaceutical products including aspirin and related products. In cases of serious illness or injury you should telephone for an ambulance if deemed necessary. The Director of Studies should be kept notified.

Breach of health and safety regulations: In certain circumstances, breaches of Health and Safety Regulations and/or law and/or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event a failure to comply with the appropriate standards will render an employee liable to disciplinary action.

Sickness policy

1. **Sick pay:** Subject to the provisions of this policy and provided you comply with the notification requirements, if you are unable to work because you are ill you will be entitled to receive sick pay in accordance with the Statutory Sick Pay scheme.
2. **Notification:** Should you be absent on account of illness, injury or other disability you must advise the Director of Studies or Assistant Directors of Studies as soon as possible and by no later than 9.00 am on the first day of absence giving the reason for your absence and its likely duration. Thereafter you are required to keep the College regularly updated.
3. **Self-certification:** You shall, if absent for seven calendar days or less, immediately on returning to work complete a Self-certification Form covering each day of absence.
4. **Medical certificate:** You shall, if absent for more than seven calendar days, provide the College with a medical certificate from your general practitioner on the eighth day of absence stating the reasons for absence and provide certificates to cover any subsequent periods of absence.
5. **Conduct whilst away from work:** If you are absent from work you will be expected to behave in a manner appropriate to your illness or disability. You will not be entitled to undertake any other form of paid employment or participate in any activity (of a sporting nature or otherwise) that could have an adverse effect on the speed and success of your recovery. The College reserves the right to make contact with you during any period of absence.
6. **Infectious diseases:** If you reside in a house in which another person is suffering from an infectious disease, you shall notify the College at once and take such precautions as may be prescribed. You may be asked not to attend work where there is a risk that this could spread the infection. This period of absence will count towards your sick pay entitlement.
7. **Suspension of sick pay:** If the College believes after an appropriate investigation that the reason for your absence is due to your misconduct or you have not observed the provisions of this policy or you have slowed your recovery by your behaviour, you may no longer be entitled to sick pay.
8. **Injury caused by others:** If you are unable to work because of an accident or other action caused by another person, any compensation you receive from that person or their insurers relating to earnings for which the College has already paid you as sick pay shall be repaid by you to the College.

Adoption leave and pay policy

1. **Purpose:** This policy is intended to provide guidance on your statutory entitlement to adoption leave and pay.

Notification requirements

2. **Notification:** You must inform the College within seven days of receiving notification from the statutory adoption agency of being matched with a child (the **Agency Notification**) that you intend to take adoption leave. The College may require you to produce evidence of a child being placed with you.
3. **Information from the School:** Following receipt of your notification, the College will write to you within 28 days indicating the date on which your entitlement to adoption leave will end.

Adoption leave

4. **Entitlement:** Provided you have been continuously employed by the College for 26 weeks at the time you receive the Agency Notification and you comply with the notification procedures above, you will be entitled to 26 weeks Ordinary Adoption Leave (**OAL**) and 26 weeks Additional Adoption Leave (**AAL**). AAL begins the day after your OAL ends.
5. **Commencement of leave:** You will be entitled to begin your OAL up to 14 days before the date on which the child is expected to be placed with you. You may not start your OAL after the date on which the child is placed with you.
6. **Variation:** You may vary the date on which you begin your OAL provided that you notify the College in writing at least 28 days before the new date you wish to begin your OAL.

Additional adoption leave (AAL)

7. **Entitlement:** If you are entitled to OAL you will also be entitled to an additional period of 26 weeks AAL beginning the day after your OAL ends. The College will inform you of the date on which your AAL period will end should you decide to take AAL within 28 days of you notifying the College of your intention to take OAL.

Keeping in touch

8. **Informal discussion:** Before your adoption leave starts we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.
9. **Keeping in touch days:** You may work (including attending training) for up to ten days during your adoption leave without bringing your adoption leave or Statutory Adoption Pay to an end. The arrangements, including pay, can be set by agreement between you and the College.
10. **Before you return:** Shortly before you are due to return to work, the College may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This may include updating you on any changes that may have occurred, discussing any necessary training and any changes to working arrangements.

Return to work

11. **Notification:** The College will inform you of the date on which your AAL period will end (should you decide to take AAL) within 28 days of you notifying the College of your

intention to take OAL. If you wish to return to work before the end of your AAL, you must notify the College in writing at least eight weeks before you expect to return to work. A failure to notify the College could mean that your return to work is postponed.

12. **Return from OAL:** You will be employed in the same position upon your return to work from OAL that you occupied before your leave period began. You will be entitled to return on the same terms and conditions of employment as if you had not been absent.
13. **Return from AAL:** You will normally be entitled to return to the same position upon your return to work from AAL that you occupied before your leave period began. If this is not reasonably practicable, you will be redeployed to a job which is suitable for you and appropriate for you to do in the circumstances. You will be entitled to return on terms and conditions no less favourable than you would have been entitled had you not been absent.
14. **Disrupted placement:** Where you have already commenced your leave and the child is subsequently not placed with you or the placement ends, your entitlement to adoption leave shall end either eight weeks after the week in which you received notification that the child is not to be placed with you the placement ends or at the end of your AAL whichever is sooner.

Statutory adoption pay (SAP)

15. **Entitlement:** You will be entitled to SAP provided that you have been continuously employed by the College for 26 weeks as at the week you receive the Agency Notification (even if your employment is terminated for any reason after this date) and provided that you make National Insurance contributions. You will not be entitled to SAP if you have chosen to receive Statutory Paternity Pay or your spouse has chosen to receive SAP.
16. **Commencement:** Your entitlement to SAP will begin when you commence your OAL.
17. **Duration:** You will receive SAP for the first 39 weeks of your adoption leave period. The remainder of your AAL will be unpaid.
18. **Rate:** SAP is paid at the prescribed rate set by the government for the relevant tax year.
19. **Losing your entitlement:** You will lose your entitlement to SAP if you commence working for another employer during your adoption leave, whether on a part time or full time basis. You will not be entitled to SAP if you are entitled to statutory sick pay or the child placed for adoption with you reaches 18 years of age.

Adopting more than one child

20. **Entitlement:** Where you adopt more than one child as part of the same arrangement, your entitlement to leave and SAP under this policy shall remain unchanged.

Deciding not to return

21. **Notification:** If you do not intend to return to work, or are unsure, it is helpful if you raise this as early as possible. If you decide not to return you should give notice of resignation in accordance with your employment contract. The amount of adoption leave left to run must be at least equal to your contractual notice period, otherwise you may be required to work for the remainder of the notice period. Once you have given notice, you cannot change your mind without our agreement. This does not affect your right to receive SAP.

Returning to work part-time

22. **Requests:** The College will deal with any requests by employees to change their working patterns (such as working part-time) after adoption leave on case-by-case basis. There is no absolute right to insist on working part-time, but we will try to accommodate your wishes

unless there is a justifiable reason for refusal, bearing in mind the needs of the organisation. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in our flexible working procedure.

Maternity policy

Introduction

1. **Purpose:** This policy is intended to provide guidance on your statutory entitlements and the College's position in respect of maternity leave and pay.

Notification requirements

2. **Notification:** Please inform the College as soon as possible that you are pregnant. This is important as there may be health and safety considerations. Before the end of the 15th week before the Expected Week of Childbirth (EWC), or as soon as reasonably practicable afterwards, you must notify the College of the EWC and the date on which you wish to start your maternity leave. The College may require you to provide a MATB1 medical certificate.
3. **Information from the School:** Following receipt of your notification, the College will write to you within 28 days indicating the date on which your entitlement to maternity leave will end.

Health and safety

4. **The School's duty:** The College has a general duty to take care of the health and safety of all employees. The College is also required to carry out a risk assessment of the workplace risks to pregnant women, those who have given birth within the last six months and those who are still breastfeeding.
5. **Information:** The College will provide you with information regarding any risks identified in the risk assessment and any preventative and protective measures required. If it is considered that you would be exposed to health hazards in carrying out your normal work, the College will take such steps as are necessary to avoid those risks.

Maternity leave

6. **Informal discussion:** Before your maternity leave starts we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.
7. **Types of leave:** Your maternity leave is split into two separate periods:
 - 7.1. Ordinary Maternity Leave (OML). You may take up to 26 weeks OML.
 - 7.2. Additional Maternity Leave (AML). You may take up to 26 weeks AML immediately following OML.
8. **Commencement:** You are entitled to commence your OML at any time after the start of the 11th week before the EWC. Your maternity leave will usually start automatically if you are absent for a pregnancy related reason during the four weeks before the EWC. You can postpone or bring forward the intended start date of your maternity leave by informing the College in writing at least 28 days before the original intended start date, or if that is not possible, as soon as is reasonably practicable.

Statutory maternity pay (SMP)

9. **General:** If you are entitled to SMP, this shall be paid for the first 39 weeks of your maternity leave. The remainder of your AML will be unpaid.

10. **Entitlement:** You will be entitled to SMP provided you have complied with the notification requirements above, you have been continuously employed by the College for 26 weeks at the end of the 15th before the EWC **and** provided you make National Insurance contributions.
11. **Duration:** You will receive SMP for the first 39 weeks of your maternity leave period even if you do not intend to return to work.
12. **Commencement of SMP:** Your entitlement to SMP will begin when you commence your OML unless you are absent for a pregnancy related illness at any time after the start of the fourth week before the EWC, in which case your maternity leave and SMP will begin immediately. If you fulfil the entitlement criteria set out above, and you are employed by the College as at the 15th week before your EWC, you will be entitled to SMP even if your employment is subsequently terminated for whatever reason.
13. **Maternity Allowance:** If you do not qualify for SMP, you may be eligible for Maternity Allowance for the first 39 weeks of maternity leave. You should contact your local Jobcentre Plus office for further details.
14. **Rates:** The first six weeks of your SMP is paid at 90% of your average weekly earnings calculated over the **Relevant Period**. This is your average weekly earnings during the eight weeks ending with the 15th week before your EWC. The remaining 33 weeks is paid at the prescribed rate set by the government for the relevant tax year.
15. **Pay rises:** If you become eligible for a pay rise before the end of your maternity leave, you will be treated for SMP purposes as if the pay rise had applied during the Relevant Period. This is your average weekly earnings during the eight weeks ending with the 15th week before your EWC. This means that your SMP will be recalculated and increased retrospectively. The College shall pay you a lump sum to make up the difference between any SMP already paid and the amount payable as a result of the pay rise.
16. **Benefits during maternity leave:** Whilst you are absent on maternity leave, you will continue to be entitled to receive the non-cash benefits provided under your contract of employment. For the avoidance of doubt, non-cash benefits do not include wages or salary.

Keeping in touch

17. **Keeping in touch days:** You may work (including attending training) for up to ten days during your maternity leave without bringing your maternity leave or SMP to an end. The arrangements, including pay, can be set by agreement between you and the College.
18. **Before you return:** Shortly before you are due to return to work, the College may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This may include updating you on any changes that may have occurred, discussing any necessary training and any changes to working arrangements.

Return to work

19. **Notification:** The College will notify you of the date on which your maternity leave will end within 28 days of you notifying the College of your intention to take maternity leave in accordance with paragraph 1.
20. **Returning early:** If you wish to return to work **earlier** than the end of the full period of leave to which you are entitled you must notify the College in writing of your intention to do so not less than **eight weeks** before you expect to return to work. You will not under any circumstances be allowed to return to work during the two weeks immediately following childbirth. Failure to notify the College of your intention to return early may mean that your return to work is postponed.

21. **Returning late:** If you wish to return later than the end of your full period of leave, you should either request unpaid parental leave in accordance with the Parental Leave Policy, giving the College as much notice as possible, or request paid annual leave (if you are entitled to take leave at such a date). If you are unable to return to work due to sickness or injury, this will be treated as sickness absence. In any other case, late return will be treated as unauthorised absence.
22. **Return from OML:** You will be employed in the same position upon your return to work from OML that you occupied before your leave period began. You will be entitled to return on the same terms and conditions as if you had not been absent.
23. **Return from AML:** You will normally be able to return to the same position upon your return to work from AML that you occupied before your leave period began. If this is not reasonably practicable, you will be redeployed to a job which is suitable and appropriate for you in the circumstances. You will be entitled to return on terms and conditions no less favourable than you would have been entitled had you not been absent and with your seniority, pension rights and similar rights as they would have been if the period of employment prior to your AML period was continuous with the period of employment following it.

Deciding not to return

24. **Notification:** If you do not intend to return to work, or are unsure, it is helpful if you raise this as early as possible. If you decide not to return you should give notice of resignation in accordance with your employment contract. The amount of maternity leave left to run must be at least equal to your contractual notice period, otherwise you may be required to work for the remainder of the notice period. Once you have given notice, you cannot change your mind without our agreement. This does not affect your right to receive SMP.

Returning to work part-time

25. **Requests:** The College will deal with any requests by employees to change their working patterns (such as working part-time) after maternity leave on case-by-case basis. There is no absolute right to insist on working part-time, but we will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the organisation. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in our flexible working procedure.

Paternity leave and pay policy

Introduction

1. **Purpose:** This policy is intended to provide guidance on your statutory entitlement to paternity leave and pay.

Paternity leave

2. **Entitlement:** You will be entitled to paternity leave in accordance with this policy provided that you:
 - have been continuously employed by the College for 26 weeks at the beginning of the 15th week before the expected week of childbirth;
 - are either the father of the child or you are married to or the partner* of the child's mother;
 - have or expect to have responsibility for the upbringing of the child; and
 - meet the notification requirements contained in the paragraph below.
3. **Notification requirements:** You must notify the College of your intention to take paternity leave no later than 15 weeks before the expected week of childbirth by completing the Paternity Leave Notification Form and handing it to the Director of Studies.
4. **Commencement:** Subject to the paragraph on timing and duration below, you may begin your paternity leave period on:
 - a date following a chosen number of days after the actual date of childbirth
 - a pre-determined date which is later than the first day of the expected week of childbirth
 - the actual date of childbirth. Where you choose to take your paternity leave on this date and you are at work on that date your paternity leave will begin on the following day.
5. **Timing and duration:** You are entitled to up to two weeks' leave which may be taken as a one week period or as two consecutive weeks. Leave can only be taken as whole weeks and must be taken within either 56 days of the actual date of childbirth or the first day of the expected week of childbirth whichever is the latest.
6. **Variation:** You may vary the date on which your period of leave will begin provided you notify the College in accordance with this paragraph. Where the new date will be the actual date of childbirth, you must notify the College at least 28 days before the first day of the expected week of childbirth. Where the variation of your leave period will begin on a date following a chosen number of days after the actual date of childbirth, you must notify the College at least 28 days before the date following the chosen number of days after the first day of the expected week of childbirth. Where the new date will be a pre-determined date you must notify the College at least 28 days before that day.

Paternity adoption leave (PAL)

7. **Entitlement:** You will be entitled to PAL in accordance with this policy provided that you:

* **Partner** in relation to a child's mother or adopter means a person (whether of a different sex or the same sex) who lives with the mother or adopter and the child in an enduring family relationship but is not a relative of the mother or adopter.

- have been continuously employed by the College for 26 weeks at the end of the week in which the child's adopter is notified of having been matched with a child;
 - are married to or the partner of the child's adopter;
 - will have the main responsibility (apart from the responsibility of the adopter) for the upbringing of the child to be adopted; and
 - meet the notification requirements contained in the paragraph below.
8. **Notification requirements:** You must notify the College of your intention to take PAL within seven days of the adopter receiving notice of being matched with a child by completing the Paternity Leave (Adoption) Notification Form and handing it to the Director of Studies.
9. **Commencement:** Subject to paragraph on timing and duration below, you may begin your PAL on:
- a date following a chosen number of days after the date the child is placed with the adopter
 - a pre-determined date which is later than the date on which the child is expected to be placed with the adopter
 - the actual date on which the child is placed with the adopter. Where you choose to take your leave on this date and you are at work on that date your PAL will begin on the following day.
10. **Timing and duration:** You are entitled to up to two weeks' leave which may be taken as a one week period or as two consecutive weeks. Leave can only be taken as whole weeks and must be taken within 56 days of the date on which the child is placed with the adopter.
11. **Variation:** You may vary the date on which your period of leave will begin provided you notify the College in accordance with this paragraph. Where the new date will be the actual date on which the child is placed with the adopter, you must notify the College at least 28 days before the child is due to be placed. Where the variation for your leave period will begin on a date following a chosen number of days after the date on which the child is placed with the adopter, you must notify the College at least 28 days before the date following the chosen number of days after the first day of the expected week of childbirth. Where the new date will be a pre-determined date you must notify the College at least 28 days before that day.

Return to work from paternity leave and PAL

12. **Return to work:** You will be employed in the same position upon your return to work from paternity leave or PAL that you occupied before your leave period began. You will be entitled to return with your seniority, pension rights and similar rights as if you had not been absent and on terms and conditions no less favourable than those which would have applied if you had not been absent.

Statutory paternity pay (SPP)

13. **Entitlement:** Subject to any other provision in this policy, you will be entitled to SPP provided you have been continuously employed by the College for 26 weeks at the start of the 15th week before the expected week of childbirth (or, if applicable, for 26 weeks ending with the week in which the adopter is notified of being matched with the child) and you are still in employment at the date the child is born/adopted and you make National Insurance contributions.
14. **Commencement:** Your entitlement to SPP will begin when you commence your paternity leave or PAL.

15. **Duration:** You will receive SPP for the length of your leave period i.e. for either one week or two weeks depending on the period of leave you have chosen.
16. **Losing your entitlement:** You will lose your entitlement to SPP if you commence working for another employer during your leave period whether on a part-time or full-time basis. You will not be entitled to SPP if you are in receipt of Statutory Sick Pay or if you have elected to receive Statutory Adoption Pay.

Birth of more than one child / adopting more than one child

17. **Entitlement:** Your entitlement to leave and SPP under this policy shall remain unchanged where more than one child is born or is expected to be born as a result of the same pregnancy or where more than one child is adopted as part of the same arrangement.

Domestic incident leave policy

1. **Purpose:** This policy is intended to provide guidance on your statutory entitlement to domestic incident leave.
2. **Entitlement:** You are entitled to unpaid leave from work where this is necessary to cover emergencies or unforeseen situations. The College recognises the following as constituting a situation entitling you to a period of leave:
 - the sudden injury or illness of a dependant, or where a dependant is assaulted
 - when a dependant gives birth
 - the unexpected cancellation of childcare arrangements
 - the death of a dependant necessitating arrangements for and attendance at the funeral
 - the unexpected breakdown in care arrangements for a dependant
 - the birth of a child for whom you have parental responsibility
3. **Other reasons:** Any request for leave for a reason not included in the paragraph above will be considered by the College.
4. **Notice:** Whenever practicable, you will be required to request the leave of absence from the Director of Studies giving at least one day's notice. Where this is not possible, you (or someone else on your behalf) should contact the Director of Studies as soon as practically possible giving the reason for the absence and its likely duration.
5. **Notification:** Where the absence lasts for more than one day, you are expected to notify the College before 9.00 am on each working day until your return to work.
6. **Duration of absence:** Other than in the most exceptional circumstances, the College would not expect the absence to last more than one or two working days.
7. **Abuse of entitlement:** The College may require explanation and evidence justifying your request for leave. Unauthorised absence or abuse of this policy may constitute gross misconduct and disciplinary action may be taken against you.

Parental leave policy

1. **Purpose:** This policy is intended to provide guidance on your statutory entitlement to parental leave. Note that this should not be confused with paternity leave, which is dealt with in the College's Paternity Leave and Pay Policy.
2. **Conditions:** If you have parental responsibility for a child born or adopted on or after 15 December 1994 **and** you have been continuously employed by the College for a year or more, you are entitled to a period of parental leave.
3. **Entitlement:** Your entitlement to parental leave shall be no more than 13 weeks per child or 18 weeks for a disabled child and will lapse on the occurrence of either of the following:
 - when your child attains the age of 5; or
 - in the case of an adopted child, the child's 18th birthday or if sooner, five years from the date of adoption; or
 - in the case of a child who is in receipt of Disability Living Allowance, the child's 18th birthday.
4. **Request:** To request parental leave you should complete the Request for Parental Leave form and hand it to the Director of Studies not less than 21 days before the leave period is required. Leave can only be taken as whole weeks and any fraction of a week will be treated as a whole week except where leave is required to care for a child who is in receipt of Disability Living Allowance.
5. **Postponement:** The College reserves the right to postpone any request for parental leave for up to six months if it is considered that the operation of the College would be unduly disrupted by the requested leave. In such circumstances you will be given notice of this within seven days of your initial request for the leave. This paragraph will not apply in cases where the parental leave is requested from the day of the child's birth or adoption.
6. **Length of leave:** You may not take more than four weeks parental leave per child in any one calendar year.
7. **Unpaid leave:** The period of any leave under this policy will be unpaid.
8. **Return to work:** For periods of leave of four weeks or less you can expect to return to the same position within the College that you were in prior to the leave period. However, for longer periods of leave, whilst every effort will be made to accommodate you in the same position, if this is not practicable a similar position on no less favourable terms and conditions will be offered.

Flexible working policy

Introduction

1. **Purpose:** This policy is intended to provide guidance on your statutory entitlement to request flexible working.

Right to request flexible working

2. **Entitlement:** If you have been continuously employed by the College for 26 weeks, you have the statutory right to request a change to one or more of the terms and conditions of employment referred to in the paragraph below (a **Request**) if either of the following situations apply:

- you are responsible for the upbringing of a child aged under 17 or a child entitled to Disability Living Allowance aged under 18; or
- you are or expect to be caring for either your spouse, civil partner, a relative** or someone living at the same address as you, and that person is in need of care.

Although you will not have the statutory right to make a request if you do not meet the above criteria, the College will still carefully consider a request to change one or more of the terms and conditions of employment in paragraph 3 below if the request is to enable you to care for your child or someone needing your care. You should make your request in writing to the Director of Studies.

3. **Type of request:** Your Request must relate to one or more of the following terms and conditions of employment:
 - your hours of work
 - your times of work
 - whether you carry out work from home or your normal place of work
4. **A Request:** A Request should be made in writing by completing the Flexible Working Request Form and passing it to the Director of Studies.
5. **Consultation Meeting:** Within 28 days of your Request being received by the College, the College shall either notify you in writing that your Request has been agreed, stating the variation agreed to and the date from which it is to take effect, or a meeting shall be held to discuss your Request (the **Consultation Meeting**). The Consultation Meeting will normally be held by the Director of Studies. The meeting will normally be held at the College during working hours unless this is not convenient to either you or the College.
6. **Right to be accompanied:** You have the right to be accompanied to the Consultation Meeting by a fellow worker.
7. **Notification of decision:** The College will notify you in writing of the decision within 14 days of the Consultation Meeting. Where the College agrees to your Request, the College will also confirm the variation agreed to and the date from which it is to take effect. Where your Request is not agreed, the College will also confirm the grounds for refusal, explaining why the grounds apply in the circumstances and also confirm your right to appeal.

* **Relative** means a mother, father, adopter, guardian, special guardian, parent-in-law, step-parent, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, uncle, aunt or grandparent, and includes adoptive relationships and relationships of full blood or half blood or, in the case of an adopted person, such of those relationships as would exist but for adoption.

Appeal

8. ***Your right to appeal:*** You have the right to appeal the College's decision not to agree to your Request. Such an appeal must be exercised in writing within 14 days after the day the College's decision is given, giving full details of why you wish to appeal. Your notice of appeal must be dated and sent to the Director of Studies.
9. ***Appeal meeting:*** The College will hold a meeting to discuss your appeal within 14 days of your notice of appeal being given. The appeal meeting will be held by a person who has not been involved in the Consultation Meeting. The appeal meeting will normally be held at the College during working hours unless this is not convenient to either you or the College.
10. ***The right to be accompanied:*** You may be accompanied to the appeal meeting by a fellow worker.
11. ***Notification of appeal decision:*** The College will notify you in writing of its decision on your appeal within 14 days of the appeal meeting. Where the College upholds your appeal, the College will also specify the variation agreed to and the date from which it is to take effect. Where your appeal is dismissed, the College will also confirm the grounds for refusal and explain why the grounds apply in the circumstances.

General

12. ***Withdrawal of application:*** You may withdraw your Request or your appeal at any time before the College reaches a decision. The College may regard your application as withdrawn (and will notify you as such) where you have failed without good reason to attend a Consultation Meeting or an appeal meeting more than once, or you have refused without good reason to provide the College with the information that is required to assess whether the Request should be agreed.
13. ***Grounds for refusal:*** Your Request (and your appeal) may be refused where the College considers that one or more of the following grounds apply:
 - the Request would, if agreed, impose a burden of additional costs on the College
 - the Request would, if agreed, have a detrimental effect on the ability to meet parents' or pupils' demands
 - the College is unable to reorganise work among existing staff
 - the College is unable to recruit additional staff
 - the Request would, if agreed, result in a detrimental impact on the level of quality at the College
 - the Request would, if agreed, result in a detrimental impact on the level of performance at the College
 - the work available to be done during the periods you propose to work under your Request would be insufficient
 - planned structural changes mean that the College cannot agree to your Request

Repeated Requests: The College will not be under an obligation to consider a Request under this policy where you have already made a Request within the last 12 months.

Procedure for considering requests to work beyond retirement age

Right to request working beyond retirement

1. **Entitlement:** All employees have a right to make a request that they continue working beyond the retirement age of 65. This policy sets out the procedure which will be followed.
2. **Confirmation of retirement date:** During the period between six and 12 months before your contractual retirement date you will receive a letter confirming the date of retirement and setting out your right to request to continue working beyond that date. You will be asked to sign, date and return a copy of that letter.
3. **Details required in a request:** A request to work beyond the contractual retirement age must be in writing. The request should state whether you wish to continue working indefinitely or for a stated period. It would be helpful if the request states whether any changes in working arrangements are proposed.
4. **Timing of a request:** You may make a formal request to work beyond the contractual retirement age at any time not more than six months or less than three months before the contractual retirement date. If the request is received when there is less than three months to go before the retirement date, the statutory right to make a request is lost and the retirement will proceed. Please note that typically recruitment for teachers commencing employment in September will take place in February/March. You are therefore strongly encouraged to make your intentions known to the Director of Studies as soon as possible.
5. **Meeting to discuss request:** On receipt of the written request, the College will arrange a meeting to discuss it, normally within 14 days or as soon as practicable. You may be accompanied at that meeting by a workplace colleague or union representative. The College will be represented at that meeting by the Director of Studies.
6. **Notification of decision:** Within 14 days of the meeting, or as soon as practicable, the College will send you written notification of the decision.
7. **Procedure if request is agreed:** If the decision is in favour of the request, the new retirement date will be confirmed in writing. The above procedure will then apply again in respect of the new retirement date. In other words, you will again be notified of the forthcoming date at least six months in advance of that date, and you will again be informed of the right to request working beyond that new date.
8. **Procedure if request is refused:** If the request is refused, the College will confirm the date on which the retirement will take effect (subject to the appeal procedure) and set out the appeal procedure.

Appeal

9. **Right to appeal:** If you wish to appeal, you must do so in writing within 14 days of receiving the decision setting out the grounds of appeal. The appeal should be sent to the Director of Studies.
10. **Appeal meeting:** The College will hold an appeal meeting within 14 days of receiving the appeal or as soon as practicable. At the appeal meeting, you may be accompanied by a workplace colleague or union representative. The College will be represented where practical by a more senior member of staff than the person who made the decision being appealed.
11. **Procedure following appeal meeting:** The College will inform you in a letter of the final decision within 14 days of the appeal meeting or as soon as practicable. If the decision is to allow the request, a new retirement date will be set. The above procedure will be repeated and applied to the new retirement date if you wish to make a further request at that time. If

the request is refused, the College will confirm the date on which the retirement will take effect. There is no further appeal.

General

12. **Limitation on request:** The employee can only make one request to work beyond the retirement date except where a request has been agreed and a new retirement date set, in which case one request in respect of each subsequent retirement date can be made.
13. **Rights of your companion:** The person accompanying you at a meeting to consider a request or at an appeal meeting may address the meeting but may not answer questions on your behalf. You may confer during the meeting.
14. **Informal arrangements:** The above procedure can be bypassed if at any stage is agreed an extension to the normal contractual retirement date or any subsequent extension. This is normally envisaged for short extensions of under six months. Once agreement is reached (which may be before the initial letter or before the formal meeting) the College will write confirming the arrangement. A further extension can be agreed informally if both parties wish to do so.
15. **Change in working arrangements:** Strictly speaking the right to make a request to continue working is to continue on the same contract with the same working arrangements. However if you wish to request some change, for example to move to part-time work the College will consider this request.

Capability procedure

Introduction

1. **Flexibility:** The College will follow a fair procedure in the event that action under the capability procedure is necessary. There may be occasions when the College considers it appropriate to change or omit parts of the procedure.
2. **Amendments:** If the College amends the procedure from time to time, you will be given advance notice of the amendments.
3. **Conduct:** This procedure does **not** apply to misconduct or incompetence, incapacity or other poor performance which is attributable to misconduct.

The procedure

4. **Investigation:** As a first step any capability issue will be investigated. If, after investigating the matter, it appears that there are no reasonable grounds for concern, you will be informed of this in writing and, if relevant, allowed to return to work as normal.
5. **Next stage:** If it is considered necessary to take formal action in respect of issues relating to your performance a Capability Meeting will be arranged.
6. **Information:** You will be given reasonable advance notice of the timing and location of the Capability Meeting and will be told, in writing, the purpose of it and the basis of the concern. You will be provided with a copy of any documents which may be referred to at the Capability Meeting and invited to submit any relevant documents. You will be given a reasonable opportunity to consider your response to this information.
7. **Right to be accompanied:** You may be accompanied to the Capability Meeting by a colleague or trade union official.
8. **The Capability Meeting:** The Director of Studies will conduct the Capability Meeting and your Head of Department may be asked to attend. You must take all reasonable steps to attend the Capability Meeting. The meeting will address your performance and discuss any measures needed to correct and improve this. You or the person accompanying you will be able to ask questions and put forward your point of view. You may request an adjournment if you need to consult the person accompanying you. Whenever possible the College will offer reasonable assistance and time to help you improve. The following will be considered and discussed with you at the meeting:
 - concerns relating to your performance;
 - your response;
 - the respects in which your performance has fallen short of the required standards;
 - suggestions as to any appropriate support/training/supervision which could improve your performance;
 - the time in which performance must improve and the method by which your performance will be monitored; and
 - the likely consequence of further instances of poor performance or a failure to improve within a specified time.

Action

9. **Outcomes:** Following the Capability Meeting, the following steps may be taken:

- 9.1. **written note requiring improvement** - if your performance is not meeting the required standard, the Director of Studies will write to you indicating the details of the poor performance and the time period for improvement. You will be advised that it constitutes the first stage of the formal procedure;
 - 9.2. **final written warning** - if you fail to improve within the time referred to in the previous written note or you are found to have fallen short of the required standard in any other respect, you will be given a final written warning which will set out the details of poor performance and the time period for improvement;
 - 9.3. **dismissal** - if you fail to improve within the time specified in the final written warning or you have fallen short of the required standards in any other respect, you may be dismissed immediately with notice.
10. **Communication of decision:** You will be notified of the College's decision in writing as soon as reasonably practicable. If the concern is upheld, you will be informed of the outcome and your right to appeal the decision.
 11. **Currency of warnings:** All written notes requiring improvement which are issued following a Capability Meeting will remain in effect for a period of 12 months from the date of issue unless otherwise advised to you. A final written warning will remain in effect for a period of 24 months from the date of issue unless you are otherwise advised. Copies will be placed on your personnel file.

Appeal

12. **Right of appeal:** You have the right to appeal to an Appeal Panel against any decision made following the Capability Meeting if you are dissatisfied with it. You should notify the Director of Studies in writing within five working days of being notified of decision, giving full details of why you wish to appeal.
13. **Appeal procedure:** The Appeal Panel will arrange a review meeting or a fresh capability meeting which will take place as soon as reasonably practicable and you will be informed in advance of its timing and location. You must take all reasonable steps to attend the appeal meeting. There shall be no right to appeal from the decision of the Appeal Panel. The Appeal Panel will be entitled to reach a different conclusion and impose a different outcome (although not greater) than that imposed after the Capability Meeting.
14. **Appeal Panel:** The Appeal Panel shall not include anyone involved in the Capability Meeting and may comprise one or more persons. As far as reasonably practicable, the person chairing the Appeal Panel will be someone holding a more senior position than the person chairing the Capability Meeting. You will be informed in writing of the Appeal Panel's decision as soon as reasonably practicable.
15. **Right to be accompanied:** You may be accompanied to the appeal hearing by a colleague or trade union official.
16. **Employment status:** If an appeal is made against a dismissal decision, that dismissal decision will have immediate effect so that the period of notice began at the date given in the dismissal decision. If having been dismissed you are reinstated on appeal, your continuity of employment will be unaffected.

Disciplinary rules

1. **Introduction:** These rules should be read in accordance with the College's disciplinary & dismissal procedure. It is the contractual duty of every member of staff to observe the rules set out below.
2. **Rules of conduct:** Whilst employed by the College, you should at all times maintain professional and responsible standards of conduct. In particular, you should:
 - observe the terms and conditions of your contract of employment
 - ensure that you understand and follow the College's Code of Conduct for Staff enclosed within this Employment Manual
 - observe all other policies and procedures included in the Employment Manual or otherwise notified to you from time to time
 - comply with all reasonable advice given by staff who are senior to you
 - act at all times in good faith and in the best interests of the College, its pupils, parents and staff
3. **Instances of misconduct:** The following is a non-exhaustive list of offences which amount to misconduct falling short of gross misconduct:
 - unauthorised absence from work
 - lateness
 - inappropriate standard of dress
 - smoking on College premises
 - contravention of minor safety regulations
 - disruptive behaviour
4. **Gross misconduct:** You must not commit any act of gross misconduct. Any such act will result in your dismissal without notice. Gross misconduct includes but is not limited to the examples set out below, offences of a similar nature and attempts to commit such offences.

Examples of gross misconduct:

- failure to comply with the College's child protection policy or the College's Code of Conduct
- failure to notify the College of any child protection investigation of any member of your household
- failure to immediately notify the College of any charge or conviction of any criminal offence brought against you during your employment
- indecent, violent or offensive behaviour whether committed at or outside work
- inappropriate conduct with a pupil
- misuse of or deliberate damage to College property
- fraud, theft or dishonesty
- being on duty whilst unfit due to the influence of drugs and/or alcohol
- bullying or harassment
- conduct (whether committed at or outside work) which is likely to damage the College's reputation

- discrimination (including harassment or victimisation) on grounds of sex, marital or civil partnership status, race, disability, sexual orientation or religious belief
- disregarding health and safety rules/requirements (including the College's Health and Safety Policy Document) and endangering yourself or others
- wilful neglect or refusal of duty
- misuse of confidential information
- use of school resources to view, retrieve or download pornographic material, or any other material which the College reasonably believes is unsuitable

Disciplinary and dismissal procedure

Introduction

1. **Flexibility:** The College will follow a fair procedure in the event that disciplinary action is necessary. There may be occasions when the College considers it appropriate to change or omit parts of this procedure.
2. **Amendments:** If the College amends the procedure from time to time, you will be given advance notice of the amendments.
3. **Capability:** This procedure does **not** apply to incompetence, incapability or other poor performance unless this is attributable to misconduct.

The investigation stage

4. **Investigation:** As a first step any disciplinary issue will be investigated. If, after investigating the matter, it appears that there are no reasonable grounds for concern, you will be informed of this in writing and, if relevant, allowed to return to work as normal.
5. **Suspension:** If the matter to be investigated is thought at any stage of the investigation to involve gross misconduct or it is in the interests of the College, a pupil, an employee or you, the Director of Studies may immediately suspend you from work on full pay and benefits whilst the investigation proceeds.
6. **Separation of roles:** The College will appoint a senior member of staff to carry out the investigation (the **Investigating Officer**).
7. **Interview:** As part of the investigation the Investigating Officer may (if considered appropriate) undertake an interview with you. First of all you will be advised of the nature of the complaint. Then you will be given the opportunity to explain and/or respond to the complaint and submit any relevant documents. You will be given access to any relevant information and papers held by the College. There may be further interviews if necessary to complete the investigation.

The disciplinary stage

8. **Next stage:** If on completion of the investigation the Investigating Officer considers that it is necessary to take formal action in respect of the complaint, a disciplinary hearing before the Disciplinary Panel will be arranged and you will be invited to attend. You must take all reasonable steps to attend the disciplinary hearing.
9. **Information:** You will be given advance reasonable notice of the timing and the location of the hearing. You will be informed in writing of the purpose of the hearing and the allegations against you. You will be provided with a copy of any documents which may be referred to at the Disciplinary Hearing and invited to submit any relevant documents. You will be given a reasonable opportunity to consider your response to this information. If your dismissal is a possible outcome of the hearing, you will be informed of this possibility in advance.
10. **Right to be accompanied:** You may be accompanied to the disciplinary hearing by a colleague or trade union official.
11. **Witnesses:** You may ask relevant witnesses to attend the disciplinary hearing, provided it is reasonable to do so and you give the College sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness. However, you will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Disciplinary Panel decides a fair hearing could not be held otherwise.

12. **Witness statements:** If statements have been obtained from witnesses during the course of the investigation you will be given a copy of them. In certain circumstances it may be necessary to preserve the anonymity of a witness.
13. **Disciplinary Panel:** The College will appoint a Disciplinary Panel to hear the matter. In appropriate circumstances, the Director of Studies or another person may hear the matter on his own. The Investigating Officer shall not be a member of the Disciplinary Panel.
14. **The disciplinary hearing:** The hearing will be conducted by the Disciplinary Panel. The Investigating Officer will be asked to report on his investigation. Both you, or the person accompanying you, and the Disciplinary Panel may question the Investigating Officer and any witnesses. You will be entitled to give your explanation and may be questioned by the Investigating Officer as well as by the Disciplinary Panel. You or the person accompanying you and the Investigating Officer will be given the opportunity to address the Disciplinary Panel. The person accompanying you will not be permitted to respond to questions which are addressed to you.
15. **Adjournment:** The Disciplinary Panel may adjourn the proceedings at any stage if this appears necessary or desirable. You may request an adjournment if you need to consult the person accompanying you. If adjourning for the purpose of enabling further information to be obtained, the Disciplinary Panel will specify the nature of that information. Any adjournment will normally be for a specified period of time.
16. **Decision making:** On completion of the hearing, the Disciplinary Panel will retire to consider the decision. Neither you, the person accompanying you nor the Investigating Officer will be allowed to take part in nor be present during the Disciplinary Panel's deliberations.
17. **Communication of decision:** The decision of the Disciplinary Panel will be communicated to you in writing as soon as reasonably practicable. If the complaint is upheld you will be informed of the action to be taken and your right of appeal.

Disciplinary action

18. **Sanctions:** Depending upon the nature of any misconduct found to have been committed, any explanation given by you and any mitigating circumstances, the Disciplinary Panel may impose any of the following sanctions:
 - a written warning
 - a final written warning
 - suspension without pay for a defined period
 - demotion; or
 - dismissal with or without notice
19. **Currency of warnings:** A written warning will be recorded on your file for a period of 12 months from the date the warning is given. A final written warning will be recorded on your file for a period of 24 months from the date the warning is given.
20. **Gross misconduct:** Where there has been gross misconduct the Disciplinary Panel may impose dismissal without notice. Examples of what the College considers to be gross misconduct are set out in the Disciplinary Rules section of this Employment Manual.

Appeal

21. **Right of appeal:** You have the right to appeal to an Appeal Panel against any decision made by the Disciplinary Panel if you are dissatisfied with it. Such a right of appeal must be

exercised in writing and sent to the Director of Studies within five working days of your being notified of the decision giving full details of why you wish to appeal. The Appeal Panel will arrange a review hearing or a re-hearing to take place as soon as reasonably practicable. You will be informed in advance of its timing and location.

22. **Appeal Panel:** The Appeal Panel shall not include any member of the Disciplinary Panel nor the Investigatory Officer and may comprise one or more persons. As far as reasonably practicable the person chairing the Appeal Panel will be someone holding a more senior position than the person chairing the Disciplinary Panel.
23. **Appeal procedure:** The procedure at the appeal hearing shall be the same as that for the disciplinary hearing save that there will be no right of appeal from the decision of the Appeal Panel. You must take all reasonable steps to attend the appeal hearing. The Appeal Panel will be entitled to reach a different conclusion and impose a different sanction (although not greater) than that imposed by the Disciplinary Panel. You will be informed of the Appeal Panel's decision in writing as soon as reasonably practicable.
24. **Right to be accompanied:** You may be accompanied to the appeal hearing by a colleague or trade union official.
25. **Employment status:** If an appeal is made against a dismissal decision, that dismissal decision will have immediate effect so that, if the dismissal is by notice, the period of notice will have begun at the date given in the dismissal decision. If summary dismissal without notice has been imposed, you will not be entitled to be paid for the period between that decision and the decision of your appeal unless you have been reinstated on appeal. If having been dismissed you are reinstated on appeal, your continuity of employment will be unaffected.

Grievance procedure

Introduction

1. **Introduction:** If you have any grievance relating to any aspect of your employment, including any complaint about action which the College has taken or is contemplating taking you should endeavour to have it settled in accordance with this procedure. This procedure is not appropriate for disciplinary or capability matters. The appropriate procedures for these matters are contained elsewhere within the Employment Manual.
2. **Flexibility:** The College will usually follow this procedure in the event that you raise a grievance. However, there may be occasions depending on the circumstances of each case when the College considers it appropriate to change or omit parts of the procedure.
3. **Amendments:** If the College amends this procedure from time to time, you will be given advance notice of the amendments.
4. **Timescale:** All steps under this grievance procedure should be taken without unreasonable delay.

The procedure

5. **Raising your grievance:** Problems relating to your employment should be resolved fairly, promptly and as near as possible to the point of origin i.e. between the persons involved. Therefore, in the first instance you should raise the grievance orally and informally with any other person involved.
6. **Formal grievance:** If it is not appropriate to raise your grievance orally and informally or this does not resolve your grievance, you should set out your formal grievance in writing and pass it to the Director of Studies. If your grievance concerns the Director of Studies, you should submit your formal grievance to the Principal. If your grievance concerns the Principal, you should submit your formal grievance to CIFE.
7. **Investigating your grievance:** The Director of Studies will investigate your grievance.
8. **Grievance meeting:** Once the Director of Studies has had a reasonable opportunity to consider his response to the information given regarding your formal grievance, you will be invited to a meeting to discuss the matter. You will be informed in advance in writing of the timing and location of the meeting. You must take all reasonable steps to attend the meeting. You will be given the opportunity to explain your case. The Director of Studies may ask the other people involved to attend the meeting with a view to obtaining a resolution. Following the meeting the Director of Studies will inform you in writing of his decision in relation to your grievance and of your right of appeal.
9. **Right to be accompanied:** You may be accompanied to the meeting held to discuss your grievance by a colleague or trade union official.

Appeal

10. **Initiating an appeal:** If you are dissatisfied with the decision made concerning your formal grievance, you may appeal the decision by notifying the Director of Studies in writing within five working days giving full details of why you wish to appeal. If you need more time, you should notify the Director of Studies within the five day period. The Principal will normally hear your appeal. However, if the Principal holds the grievance meeting at paragraph 8 above, or your grievance concerns the Principal, CIFE (or a person appointed by them) shall hear your appeal.

11. ***Appeal procedure:*** The Principal shall investigate your appeal. He may call for copies of all relevant documents. The Principal will invite you to attend a further meeting to discuss your appeal and will inform you in reasonable time of the timing and the location of the meeting. You must take all reasonable steps to attend the meeting.
12. ***The appeal decision:*** The Principal's decision shall be final and shall be confirmed to you in writing as soon as reasonably practicable.
13. ***Right to be accompanied:*** You may be accompanied to the appeal meeting by a colleague or trade union official.

Grievances following the termination of your employment

14. ***Procedure:*** If a grievance is raised by you following termination of your employment, if appropriate the College may follow all or part of this procedure at its discretion.

Whistleblowing policy

1. **Wrongdoing at work:** This procedure is designed to deal with disclosure of information by an employee which relates to some danger, fraud or other unlawful or unethical conduct in the workplace. Employment legislation governs the making of disclosures concerning workplace activities and is intended to protect employees who blow the whistle on bad practice from being subjected to any detriment or from being unfairly dismissed as a result. This procedure is available to all employees who discover something they feel they should pass on. All types of wrongdoing are included whether they are acts committed by fellow employees, faults in College procedures or oversights which should be rectified. The procedure should be used even in the event that the act or omission causing you concern has finished or has not yet started.
2. **Grievances:** This procedure should not however be used where you have a complaint relating to your personal circumstances in the workplace. The Grievance Procedure contained in the Employment Manual should be used in such cases.
3. **Detriment:** Provided that this procedure is used correctly and you make the disclosure in good faith you will not suffer any detriment as a result of reporting the wrongdoing. A failure to follow this procedure may however make the disclosure unreasonable and the protection given to you by this procedure may be lost.

Stage one

4. **Procedure:** You should disclose the suspected wrongdoing first to the Director of Studies. In the event that the Director of Studies is involved in the suspected wrongdoing, you shall be entitled to proceed directly to Stage Two of this procedure.
5. **Response:** You can expect a response detailing to whom the disclosure has been notified or any action taken within seven days of the Director of Studies becoming aware of the disclosure.

Stage two

6. **Procedure:** If no response is forthcoming after seven days or if the Director of Studies is involved in the suspected wrongdoing you shall be entitled to notify the Principal, as appropriate.
7. **Response:** You can expect a response detailing any action taken within seven days of the Principal becoming aware of the disclosure.

Stage three

8. **Procedure:** If no such response is forthcoming you should once more inform the Principal of the disclosure.

Stage four

9. **Outside body:** If you do not receive a response within seven days you shall be entitled to notify a relevant and appropriate body outside the College which may include:
 - the Health and Safety Executive
 - the Environment Agency
 - the Information Commissioner
 - the Department for Children, Schools and Families (DCSF)
 - the Department for Business, Enterprise and Regulatory Reform

- the Police
 - CIFE
 - the Office for Standards in Education, Children's Services and Skills (**Ofsted**)
10. ***Bypassing the procedure:*** In extreme circumstances you will have the right to raise your concern directly with a relevant and appropriate outside body without first having followed the stages above. This may however cause damage to the College and its reputation as well as constitute a breach of your own duty of confidentiality towards the College and this action should only be taken in extreme circumstances and after careful thought.
11. ***Extreme circumstances:*** The College will consider extreme circumstances exist where you have a reasonable belief that: the College will subject you to detriment if you inform the Director of Studies in accordance with Stage one above or if you inform the Principal in accordance with Stage two or Stage three; a cover-up is being mounted by the College; or a disclosure made previously to the Director of Studies or the Principal in accordance with the stages above has not prompted a satisfactory response.
12. ***The media:*** Even where extreme circumstances are thought to exist, you should under no circumstances approach a commercial body or the media with details of the suspected wrongdoing. If you approach any such body and / or where your concern is disclosed for personal gain, the College may consider this to be gross misconduct and immediate disciplinary action may be taken against you.
13. ***Queries:*** If you have any queries about this procedure you should contact the Director of Studies.

Data protection policy

In this policy, the terms **personal data** and **data subject** have the same meaning as in the Data Protection Act 1998 (the **Act**)

Use of personal data

1. **Purposes:** The College processes personal data (including names and contact details), both in electronic and other forms (normally paper), for purposes connected with its day-to-day operation and its strategic management. These include:
 - providing education and pastoral care to pupils and their parents;
 - providing academic, examination and career references for pupils and staff;
 - fulfilling its contractual and other legal obligations towards current, past and prospective pupils, staff, parents, governors and others; and/or
 - protecting the interests of pupils, staff, visitors and others.
2. **Data Controller:** The data controller is Ashbourne Independent School Limited, acting through the Director of Studies as the person with day to day responsibility. The College is registered with the Information Commissioner's Office (number Z1019160).
3. **Aims:** This Policy is intended to operate in accordance with the provisions and spirit of the Act (particularly the data protection principles) and relevant guidance from the Information Commissioner.

The College aims:

- to acquire and use personal data for particular purposes, and in ways which are lawful and fair
- to use personal data that is accurate, up-to-date, and adequate for the purpose
- to keep it only for as long as is reasonably required
- to disclose it to others in accordance with this policy, its registration and the Act

The College will not:

- use personal data to make automated decisions which significantly affect a member of staff
- sell any personal data to any person except as an integral part of the College's business and assets
- allow any other person to use any personal data held by it for the purposes of direct marketing

Access to data

4. **Access:** Subject to certain exceptions, the Act gives data subjects a legal right to know what personal data the College holds, why the College holds it, and to whom the College may disclose it. A data subject may be entitled to receive this information in writing. However, the College is not obliged to provide copies of any documents or correspondence.
5. **Request:** A request for this information must be submitted in writing to the Director of Studies at the College address. The College does not give any commitment to provide any information about the personal data it holds beyond the obligation it has under the Act.

6. **Cost:** The College will normally charge a fee for providing information. This fee is regulated by the Act and it may be up to £50 (including VAT). The school will inform applicants of the fee before they incur any obligation to pay it.
7. **Timescale:** The College will process requests promptly, and will provide the relevant information within 40 days of receiving a written request. The period starts when the school has received a written request, the fee and the appropriate proof of identity.
8. **Medical data:** The College may not be the data controller for some of the personal data in its possession. This might be the case with certain medical information. In such cases, the College will forward the request to the data controller but it will not be able to provide any information from that personal data.

Security

9. **Computers:** Personal data held on computer is protected by virus protection, data redundancy, back up systems, dedicated servers, user/share level security, passwords.
10. **Other data:** Other personal data is protected by locking relevant doors and filing cabinets, shredding, internal procedures etc.
11. **Protecting data:** You must take appropriate steps to secure and protect sensitive and confidential data held by you in any format (whether electronic or otherwise). In the event of a failure to comply with this requirement, disciplinary action may be taken against you.

References

12. **Authorised referees:** References given by the College will only be given in accordance with the College's reference policy.
13. **Requests:** A request for the College to provide a reference to someone will give the school permission to transfer the personal data contained in that reference to that person. If the contact details provided for that person indicate that they are based overseas, the request will give the College permission to transfer the personal data contained in that reference to that country.

Confidentiality: A reference from a person outside the College will be treated as having been received in confidence.

E-mail and internet policy

1. **Introduction:** This policy sets out the requirements with which you must comply when using the College's e-mail and internet services. It is your contractual duty to comply with this policy. Failure to comply will constitute a disciplinary offence and will be dealt with under the College's Disciplinary Procedure.
2. **Property:** You should treat any property belonging to the College with respect and reasonable care and report any faults or breakages immediately to the Premises and ICT Manager. You should not use the College's computers unless you are competent to do so and should ask for training if you need it.
3. **Viruses:** You should be aware of the potential damage that can be caused by computer viruses. You must not introduce or operate any programmes or data (including computer games) or open suspicious e-mails which have not first been checked by the College for viruses.
4. **Passwords:** Passwords protect the College's network and computer system. They should not be obvious, for example a family name or birthdays. You should not let anyone else know your password. If you believe that someone knows your password you must change it immediately. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information which you are not authorised to access.
5. **Leaving workstations:** If you leave your workstation for any period of time you should take appropriate action and, in particular, you should log off and/or set your screen saver with an appropriate password.

Internet

6. **Downloading:** Downloading of any programme or file which is not specifically related to your job is strictly prohibited.
7. **Personal use:** The College permits the incidental use of the internet so long as it is kept to a minimum and takes place substantially out of normal working hours. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If the College discovers that excessive periods of time have been spent on the internet provided by the College either in or outside working hours, disciplinary action may be taken and internet access may be withdrawn without notice at the discretion of the Director of Studies.
8. **Unsuitable material:** Viewing, retrieving or downloading of pornographic material, or any other material which the College believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Principal or the Director of Studies whilst allegations of unsuitable use are investigated by the College.
9. **Contracts:** You are not permitted to enter into any contract or subscription on the internet on behalf the College, without specific permission from the Director of Studies.

E-mail

10. **Personal use:** The College permits the incidental use of its email systems to send personal emails as long as such use is kept to a minimum and takes place substantially out of normal working hours. Personal emails should be labelled 'personal' in the subject header. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right. If the College discovers that you have breached these requirements, disciplinary action may be taken.

11. **Status:** E-mail should be treated in the same way as any other form of written communication. Anything that is written in an e-mail is treated in the same way as any form of writing. You should not include anything in an e-mail which is not appropriate to be published generally.
12. **Inappropriate use:** Any e-mail message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our Equal Opportunities Policy), or defamatory is not permitted. Use of the e-mail system in this way constitutes gross misconduct. The College will take no responsibility for any offence caused by you as a result of downloading, viewing or forwarding inappropriate e-mails.
13. **Legal proceedings:** You should be aware that e-mails are disclosable as evidence in court proceedings and even if they are deleted, a copy may exist on a back-up system or other storage area.
14. **Jokes:** Trivial messages and jokes should not be sent or forwarded to the e-mail system. Not only could these cause distress to recipients (if inappropriate) but could also cause the College's IT system to suffer delays and/or damage.
15. **Contracts:** Contractual commitments via an e-mail correspondence are not allowed without prior authorisation of the Principal.
16. **Disclaimer:** All correspondence by e-mail should contain the College's disclaimer.
17. **Monitoring:** The College regularly monitors the use of the internet and e-mail systems to check that the use is in accordance with this policy. If it is discovered that any of the systems are being abused and/or that the terms of this policy are being infringed, disciplinary action may be taken which could result in your dismissal.

Outside communications policy

1. ***The media:*** You must not make contact with or communicate with any member of the press or media or anyone so connected, on behalf of the College unless you have obtained the prior permission of the Principal.
2. ***Authorised:*** The employees authorised to give press releases will be the Principal, the Director of Operations and the Director of Studies.
3. ***Statement:*** If you are approached by any member of the press or media to make a statement on behalf of the College you should decline to make any statement whatsoever and refer the matter immediately to the Director of Studies.
4. ***Gross misconduct:*** Any action taken in contravention of this policy may constitute gross misconduct.

Reference policy

1. **Professional references:** This policy only relates to professional references which bear the College's name and represent an official statement of the College's assessment of an existing or a former employee. These are written on the College's headed notepaper.
2. **Authorised referees:** The only employees authorised to give a professional reference will be the Director of Studies, the Director of Operations and the Principal.
3. **Content of references:** All professional references will be provided on a reference pro forma. It is the College's policy that the reference will be limited to this format and content.
4. **Personal references:** Employees will not be required to follow this procedure when writing personal references. Personal references will not be written on the College's notepaper nor refer to a person's professional performance or their relationship with the College. Personal references simply record one person's experience of another. Any individual giving such a personal reference is personally responsible for anything said in that reference. Such references must state that they are personal references and do not represent the views of the College.
5. **Telephone:** References will not be given over the telephone. References given in writing will not be discussed further over the telephone.
6. **Confidentiality:** References provided by the College are not intended to be seen by the employee and will normally be marked "confidential for the purposes of the Data Protection Act 1998". The same will apply to references received by the College.

Smoking, alcohol and drugs policy

Smoking

1. **No smoking:** The College has obligations to ensure the well-being of all members of staff. To facilitate this and in the interests of providing a pleasant working environment for all, the College prohibits smoking on all College premises at any time.

Alcohol

2. **Storage:** The College does not permit alcohol to be stored on College premises unless properly secured and with the agreement of the Principal.
3. **Under the influence:** It is strictly forbidden to work or to remain at work under the influence of alcohol. If the College considers that you are under the influence of alcohol you may be sent home immediately and disciplinary action will be taken.
4. **Entertaining:** Any entertaining on or off College premises must be conducted sensibly. There may be alcoholic drinks at College social functions and the College expects a high standard of behaviour from all members of staff. Whilst you are responsible for your own travel arrangements to and from such functions, the College advises that you do not drive a vehicle after consuming any amount of alcohol.
5. **Screening:** The College will, where it considers it appropriate, screen individuals who are suspected of being under the influence of alcohol whilst at work in contravention of this policy. It is your contractual duty to comply with all reasonable requests to undergo any blood or urine tests as deemed necessary by the College. An unreasonable refusal to consent will constitute a disciplinary offence.
6. **Confidentiality:** Confidentiality is assured during the screening process and only you and the Director of Studies will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

Drugs

7. **Controlled substances:** It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the Disciplinary Procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The College will notify the Police where appropriate.
8. **At work:** The College does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on College premises.
9. **Under the influence:** It is strictly forbidden to come to work or to remain at work under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to the Director of Studies. If the College considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify your superior), disciplinary action will be taken.
10. **Screening:** The College will where it considers it appropriate search and/or screen individuals for drug use. This may be as a result of suspicion against the individual. It is your contractual duty to comply with all reasonable requests to search you or to undergo any blood or urine tests as deemed necessary by the College. An unreasonable refusal to consent will constitute a disciplinary offence. A search may include personal property as well as your person.

FORMS

Ashbourne Independent School Limited

Flexible working request form

Name	Department
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I am making a request to work a flexible working pattern that is different to my current working pattern under my right provided in law. I confirm that I meet each of the eligibility criteria as follows :

- I have responsibility for the upbringing of a child under 17 or disabled child under 18 / I am or expect to be caring for my spouse / civil partner / relative / someone living at the same address as me [delete as applicable]
- I am making this request to help me care for the above child / person, who is in need of care
- I have worked continuously as an employee of the College for the last 26 weeks
- I have not made a request to work flexibly under this right during the past 12 months

Describe your current working pattern (days / hours / times worked):

.....
.....
.....

Describe the working pattern you would like to work in future (days/hours/times worked):

.....
.....
.....

I request that the change would become effective from:

.....

Please set out what effect you consider this change would have on the College and your colleagues:

.....
.....
.....
.....

How do you consider the effect on the College and your colleagues be dealt with?

.....
.....
.....
.....

Signed _____

Dated

Notes

1. This form should be used by members of staff wishing to request a change to their working pattern under the flexible working policy set out in the Employment Manual.
2. Full details of flexible working policy are contained in the Employment Manual.
3. It may take up to 14 weeks to consider a request before it can be implemented and possibly longer if there are difficulties.

Parental leave request form

Name	Today's date
Department	

Parental leave requested (inclusive)	From	To
--------------------------------------	------	----

Name of child:	
Age of child:	
Date of childbirth, expected childbirth or date of adoption:	
Is child in receipt of Disability Living Allowance?	
Full Parental Leave entitlement:	days
Number of days already authorised:	days
Number of days requested this time:	days
Balance of entitlement:	days

Authorised by	Date
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Notes

1. Full details of Parental Leave entitlement are contained in the Employment Manual.
2. You are responsible for ensuring that your entitlement per child is correct. If you joined the College from another employer on or after 15 December 1999, your former employer will be asked to confirm the amount of Parental Leave already taken.
3. The request should be authorised by the Director of Studies. The form should then be passed to the Director of Operations who maintains a central record. Should you cease your employment with the College at any time your record will be sent, upon request, to your new employer.
4. The 'number of days authorised' in the box above are the number of days already approved, irrespective of whether you have taken them or not.
5. If you submit a Parental Leave request form and then subsequently change or cancel the dates, a note should be sent to the Director of Studies. This is your responsibility.
6. You will be notified within seven days of submitting this request whether your leave has been granted.

Paternity leave notification form

Name	Department
<p>The expected week of childbirth is:</p> <p>I intend my paternity leave to start:</p> <ul style="list-style-type: none"> • on the actual date of childbirth; or • _____ day(s) after the actual date of childbirth; or • on _____ of _____ 200_ <p>(NB: this date must be later than the first day of the expected week of childbirth)</p> <p>I intend to take one week / two weeks* paternity leave</p> <p>Declaration</p> <p>I wish to take paternity leave from the date shown above. I declare that:-</p> <ul style="list-style-type: none"> • I am ✓ <ul style="list-style-type: none"> - the baby's biological father; or - married to the mother; or - living with the mother in an enduring family relationship, but am not an immediate relative. • I have responsibility for the child's upbringing. • I will take time off work to support the mother or care for the child. <p>You must be able to tick all three boxes above to be entitled to Statutory Paternity Pay and paternity leave.</p> <p>Signed _____ Dated _____</p> <p>Notes</p> <ol style="list-style-type: none"> 1. This form should be used by members of staff wishing to take paternity leave in accordance with the Paternity Leave Policy set out in the Employment Manual. It should not be confused with a request for unpaid parental leave. 2. Full details of paternity leave entitlement are contained in the Employment Manual. <p>*Delete as applicable</p>	

Paternity adoption leave notification form

Name	Department
<p>The expected week of adoption is:</p> <p>I intend my paternity adoption leave to start:</p> <ul style="list-style-type: none">• on the actual date of adoption; or• _____ day(s) after the actual date that the child is placed with the adopter; or• on _____ of _____ 200_ <p>(NB: this date must be later than the date on which the child is expected to be placed with the adopter.)</p>	
<p>I intend to take one week / two weeks* paternity adoption leave</p>	
<p>Declaration</p>	
<p>I wish to take paternity adoption leave from the date shown above.</p>	
<p>The purpose of taking this leave is to care for a child and / or support the child's adopter.</p>	
<p>I confirm that I am married to the child's adopter / the partner of the child's adopter and I expect to have responsibility (apart from the responsibility of the adopter) for the upbringing of the child.</p>	
<p>Signed _____ Dated _____</p>	
<p>Notes</p>	
<ol style="list-style-type: none">1. This form should be used by members of staff wishing to take paternity adoption leave in accordance with the Paternity Adoption Leave Policy set out in the Employment Manual. It should not be confused with a request for unpaid parental leave.2. Full details of paternity adoption leave entitlement are contained in the Employment Manual.	

Self-certification form

Please note that the following rules concerning absence apply to all staff:

If you are unexpectedly absent from work for sickness, injury or any other reason, you must contact the Director of Studies or Assistant Directors of Studies as early as possible and no later than 9.00am on the first day working day of absence to explain the reason and likely duration of the absence.

At the earliest opportunity but no later than the first day after returning to work following an absence, you must complete this form. Please note that it does **not** need to be completed for attending external training courses, holidays, authorised study leave, absence from the College on business or for any absence of less than two hours duration.

If you are absent for more than seven consecutive days (including weekends) as a result of injury or sickness then you must supply a doctor's certificate to cover from the eighth day onwards.

Other information on absence from work and sick pay can be found in the Employment Manual.

For the purposes of the Data Protection Act 1998, by signing this self-certification form you hereby consent to the details contained herein to be processed by the College.

Name	Department
First working day absent	Returned to work on
Reason for absence (if it was sickness, please state in your own words the nature or symptoms):	
Signed	Date

When you have completed this form, please pass it to the Director of Studies who is responsible for checking these forms are completed and for monitoring sickness absence.