



# HR MANAGEMENT POLICY

FPTA Academies

APPROVED SEPTEMBER 2020

REVIEW DATE SEPTEMBER 2021

# FORT PITT THOMAS AVELING ACADEMIES TRUST

## HUMAN RESOURCES MANAGEMENT POLICY

The Trust's aims are to ensure that all children within our schools gain a first rate education, develop the skills necessary for the next stage in their lives and are equipped with the personal values and attributes that will make them successful in a fast changing world.

**The Fort Pitt Thomas Aveling Academies Trust values its employees and recognises that good employment practices will impact beneficially on schools and children. The Trust will comply with all legislation relating to recruitment and employment. Procedures relating to employment will be written by the Trust Human Resources (HR) Manager and be available to all employees**

**Links with Equality.**

**Diversity (equality) impact assessment.** Best practice procedures will ensure there is no adverse impact.

**Monitoring arrangements – LOCAL GOVERNING BODY** and Headteachers/Heads of School will, when using the Trust procedures, monitor any instances where the practice does not deliver good employee relationships and immediately contact the Trust HR Manager. LOCAL GOVERNING BODY will receive reports on staff wellbeing

### Risk Assessment

| Area                       | Risk                                 | Managed by Procedure                |
|----------------------------|--------------------------------------|-------------------------------------|
| Child protection           | Children not kept safe               | Safer recruitment<br>Whistleblowing |
| Financial                  | Tribunals                            | All procedures                      |
| Achievement and Attainment | Staff not supported or developed     | All procedures                      |
| Business continuity        | Insufficient staff/ineffective staff | All procedures                      |
| Other                      |                                      |                                     |

Date of Trustee approval: SEPTEMBER 2020

Review arrangements including date of review: SEPTEMBER 2021

## Procedures – all Trust-wide

1. Capability Policy and Procedure
2. Code of Conduct
3. Disciplinary Policy and Procedure
4. Flexible Working
5. Grievance Policy and Procedure
6. Managing Sickness Absence
7. Staff absence appendix
8. Pay Policy
9. Redundancy Policy
10. Safer Recruitment
11. Time off for Dependants
12. Whistleblowing Policy
13. Family Friendly
  - Adoption Policy
  - Maternity Policy
  - Parental Leave Policy
  - Paternity Leave and Pay Policy
  - Teachers Guide to Maternity Leave
  - Support Staff Guide to Maternity Leave

Acceptance of gifts, hospitality, awards, prizes and benefits (see also Financial Management and Governor Expenses).

## School document – recommended

Staffing structure.

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