



OLD BUCKENHAM HALL

Brettenham Park  
Ipswich, Suffolk, IP7 7PH  
Website: [www.obh.co.uk](http://www.obh.co.uk)

# Human Resources Policy

October 2013



OLD BUCKENHAM HALL

# Human Resources Policy

## Policy Statement

This document aims to outline the principles for the management of Human Resources (HR) at Old Buckenham Hall (OBH). It aims to provide all staff with guidance and direction in the workplace, to assist in the development and support of a skilled and highly motivated workforce and to encourage mutual respect and an appreciation of the worth of others within the School community. OBH recognises that staff are perhaps its greatest resource and their experience and expertise is valued by the Board of Governors. The School is committed to developing all staff through a process of Continuous Professional Development (CPD).

## Staffing

All staff at OBH, both permanent and temporary, are appointed as employees of the Governors. The Governors delegate the day-to-day management of staff as follows:

- Teaching staff (inc peripatetic staff & coaches) – Headmaster
- Matronal Staff / Catering Staff / Domestic Staff – Headmaster's Wife
- Estates Staff / School Accountant / Business Manager – Headmaster
- Headmaster's PA, Admin staff and Registrar – Headmaster

Staff have a duty of care that is paramount in the delivery of the best possible learning environment. Staff are required to work together in a collaborative and cohesive manner that ensures that the children's needs are placed first. The school will review its staffing structure continually to ensure that the most effective use is made of staff.

## Wellbeing

The wellbeing of staff is an important part of School life and it is an aim that staff should enjoy coming to work in a caring and supportive workplace. The Governors, aim to support staff to achieve a reasonable work/life balance. Where there are challenges and difficulties these should wherever possible, be resolved in a positive manner.

## Staff Absence Management

The Governors have a responsibility to ensure that staff absence and sickness is managed appropriately; day-to-day responsibility for this is delegated to the Business Manager.

### Sickness Absence

If a staff member is absent due to sickness, they are required to:

- Complete a self-certification form (available on the School intranet) **for any amount of sickness absence** up to 7 days and return it to the Business Manager upon return to work.
- Produce a doctor's certificate with a date for returning to work, if a period of sick leave exceeds seven days (including weekends).
- Produce a doctor's certificate for the full period of sickness absence when such absence prevents staff from returning to work before a holiday period.

## **Other Absence**

It is the responsibility of staff to keep the School informed of any absence. Staff are to contact their “line manager” as early as possible so that any cover arrangements can be made. Heads of Department are to ensure that they notify the Business Manager of all staff absence within their department.

## **Return to work**

When an employee returns to work after more than seven days sick leave, the Business Manager may conduct a return to work interview.

## **Prolonged absence**

If absence is prolonged this is to be investigated by the Business Manager. A report from the employee’s GP may be sought or a referral may be made to an Occupational Health Advisor. The School will consider such advice when deciding on further action. The Business Manager is also to investigate any patterns of absence that may arise.

## **Annual leave and Special leave**

The majority of staff are obliged to take their annual leave when School is not in session i.e. during School holidays. In exceptional circumstances staff may request ‘special leave’ during term time; all such cases will be considered on a ‘case by case’ basis by the Headmaster/Business Manager, as appropriate.

## **Recruitment**

OBH aims to recruit the most suitable staff to work with and around our pupils. Selection is based on suitability to work with children, as well as the best match to the Job Description and Person Specification. OBH promotes equal opportunities in its recruitment and selection procedures. Most staff are required to have Enhanced DBS clearance. A minimum of two references are required and other pre-employment checks will also be made in accordance with the guidance provided by the DFE ‘Safeguarding Children and Safer Recruitment in Education’ document. For more details please refer to the **Recruitment policy**. Any adult who has/may have unsupervised access to the pupils is required to have Enhanced DBS clearance and will, therefore, be required to complete a Disclosure Barring Service Form. In order to safeguard children, all those in unsupervised charge of child/children are to have the required Enhanced DBS clearance. All staff are required to have a basic understanding of the principles of Safeguarding Children and, in the case of Matronal Staff, Enhanced DBS clearance must be completed before their work commences.

## **Induction**

All staff who are new to the School or new to their role in the School, are to undertake a period of induction. During this induction, staff will be made aware of the policies, procedures and custom & practice of the School, Newly Qualified Teachers (NQTs) will follow prescribed induction procedures. Employees are to have the opportunity during their induction to discuss any matters relating to their new post including, in particular, any training/or development needs.

## **Probationary Period**

New staff will serve a probationary period determined by the Governors and this will be either an academic term or three months, as appropriate. If, during this time, the employee proves to be unsuitable for the post, their employment may be terminated before the probationary period expires. Details of probationary periods are set out in individual contracts.

## **Discipline and Grievance**

A Disciplinary process will be initiated if a member of staff either breaks their contractual conditions or acts in an unprofessional manner. For any Grievances, the School's **Discipline and Grievance Procedure** will be followed - a copy can be found on the School intranet or obtained from the Business Manager, a copy will also be attached to staff contracts.

## **Capability**

Where there is a question about the quality of performance of a member of staff and where informal supervision as part of performance management has not brought about any improvements, the Capability Procedure is to be initiated. In any instances of poor performance the School will follow the **Capability Procedure**, a copy of which can be found on the School intranet or be obtained from the Business Manager.

## **Whistleblowing**

If a staff member is aware of another member of staff behaving in an inappropriate way or has knowledge of a serious contravention of the School policies, they have a responsibility to bring this to the attention of the relevant person (Headmaster, Deputy Head or Business Manager). Please see the **Whistleblowing Policy** for further detail, this is available on the School intranet or can be obtained from the Business Manager.

Staff are encouraged to support each other by discussing problems openly and directly in a sensitive manner and careful consideration should be given before an incident is escalated. However, if a very serious issue should arise, staff should report this without delay using this process.

## **Bullying and Harassment**

Staff are entitled to work in an environment free from any bullying or harassment. These terms cover sexual and racial harassment, disability and other discrimination and victimisation. It is possible that a perpetrator may not be aware of their actions, however the perception of the person experiencing harassment is key.

Early intervention through informal discussion with an alleged perpetrator is the preferred way to deal with these sorts of difficulties initially. Where the issue has become serious and a complaint is registered in writing, the Headmaster or Business Manager (or, if necessary, the Chairman of Governors) will undertake an initial investigation. After the investigation, disciplinary procedures will follow if/as appropriate. If the complainant is not satisfied after this investigation, they may initiate a grievance under the School's Discipline and Grievance Procedure. (See also **Equal Opportunities Policy**)

## **Performance Management**

All staff are to receive an annual appraisal carried out by their "line manager". Further work will be undertaken to implement a standard appraisal procedure; in the meantime those with appraisal responsibilities are to undertake suitable and sufficient appraisals and are to keep records of interviews and outcomes – a copy of which is to be provided to the member of staff being appraised.

## **Flexible Working**

The Governors and Headteacher are required to consider requests for Flexible Working. All requests are considered on a case-by-case basis and no guarantees of Flexible Working are given. Please refer to the **Flexible Working Policy**.

## **Equal Opportunities**

Old Buckenham Hall is committed to promoting equality and ensuring fairness in decision making in order to maintain a good working environment. This will be achieved by following current legislation, professional advice and implementing good practice. Please refer to **Equal Opportunities Policy** which is available on the School intranet and from the Business Manager.

## **Safeguarding Children**

Old Buckenham Hall adheres to the DfE and Local Safeguarding Children's Board guidance on Child Protection, please see **Safeguarding Policy**. This is available on the School intranet and displayed throughout the school.

## **Availability of Current Policies**

This Policy refers to a number of related policies and procedures. A copy of all **current** policies and procedures are available on 'Staff on Server' and will also be available from the Business Manager.

## **Monitoring and Review**

This Policy will be monitored by the Governors, Headmaster and Business Manager. It will be reviewed by the Business Manager annually or when changes in legislation arise.

Anne-marie Shropshire  
Business Manager

Reviewed Oct 2012

Reviewed Oct 2013