



Human Resources Management Policy

June 2023

Review: Summer 2024

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 Beyond Schools 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) Department and will 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 will, when using the Trust procedures, monitor any instances where the practice does not deliver good employee relationships and immediately contact the Trust HR Department. Local Governing Body will receive reports on staff wellbeing.

Risk Assessment

Area	Risk	Managed by Procedure
Child Protection	Children not kept safe	Safer recruitment 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 Review: June 2023

Next Review Date: Summer 2024

Procedures –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 (Recruitment and Selection Policy and Procedure)
11. Time off for Dependants
12. Whistleblowing Policy
13. Early Careers Teachers Policy
14. Family Friendly policies
 - Adoption Policy
 - Maternity Policy
 - Parental Leave Policy
 - Paternity Leave and Pay Policy
 - Teachers Guide to Maternity Leave
 - Support Staff Guide to Maternity Leave
 - Fertility Treatment Policy
15. Induction Policy
16. Privacy Notice for Staff
17. Anti-Bribery & Corruption Policy
18. Acceptable Use Policy
19. Staff Relationships at Work Policy

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

School document – recommended

Staffing structure