

Supporting continuous improvement in  
schools and trusts



# HR Policies & Procedures Update

Straightforward, current and fit for purpose  
employment policies



# Be confident that you're acting fairly and in accordance with the law

To ensure managers and senior leaders are confident that they're acting fairly and in accordance with the law, it's important for your School to have up to date employment policies which are fit for purpose and easy to follow.

## Time saving

To avoid your team completing this time-consuming task, and to ensure the review and adoption process is as simple as possible for your senior leaders and governors, we've done the hard work for you. We have reviewed and updated our model policies and procedures, so you can be assured that they're compliant with the latest statutory requirements and best practice.

## Easy updates

Although there's no legal requirement for schools to review the content of the policies contained in their handbook, it's advisable to set a policy review date to ensure it continues to meet the needs of your School. There are of course exceptions, when changes to employment or education law occur. In these instances, we'll revise and re-date our model policies and inform you of this via email. So you can be sure you're receiving the information you need, please save [oliviaclarke@epm.co.uk](mailto:oliviaclarke@epm.co.uk) to your safe sender's list.

## Sound advice

If you're considering fundamental changes to your current policies, you may need to consider consultation arrangements with recognised trade unions. Your EPM HR Adviser and Lead HR Partner can support and advise you in respect of any employment policy questions or concerns that you may have.

# How We Can Help



## EPM support, guidance and training on employment policies

Whether you're a MAT with a variety of inherited policies, an academy that's transferred policies on conversion, a maintained school who has traditionally adopted the policies of the LA, or a school that has developed policies of its own, we can support you. We'll support you in reviewing your employment policies and, where required, guide you in engaging in consultation with employees and professional associations.

## Academy suite of policies

Our Academy Suite of Policies, designed specifically for MATs, includes all the template policies encompassing statutory and non-statutory policies. The approach differs from traditional HR policies as each individual 'staffing procedure' is designed to sit under one overarching 'staffing policy statement'. This improves the consistency of applying staffing procedures within a trust and avoids the repetition of key information traditionally found in every staffing policy and procedure. As a result, individual staffing procedures are more concise and user-friendly. The staffing policy statement details the employer's overarching approach to policy development. It sets out key definitions and accountabilities as well as information that relates to many areas, such as confidentiality and procedural requirements.

## Accountability

As management structures vary considerably and require reviewing as Trusts grow, it's helpful to identify and confirm who's accountable for the different tasks and responsibilities related to staffing within your policy suite. Where your Trust contains more than one School it can be desirable to remain consistent with these levels of responsibility. This should also be determined per your existing practice and Scheme of Delegation.

The staffing policy statement and associated staffing procedures refer to 'tiers' of responsibility which you'll find directly cross-referenced in the 'Tiers of Responsibility' document.

Employers should complete the 'Tiers of Responsibility' document to identify and specify where key responsibilities lie within their structure. Once completed, the document can easily incorporate relevant responsible post-holder(s) into the staffing policy statement and procedures, where tiers are referenced.

# Employment Policies Guide

This guide lists the policy documents you must have in place to meet your statutory obligations. To help facilitate the effective management of employees, we've also included other non-statutory policies which are essential for HR best practice.

This guide appears in alphabetical order and mirrors the sections on our website, [www.epm.co.uk](http://www.epm.co.uk), where you can access all of our model policies and procedures, along with other useful guidance and advice. This provides you with an easy-access, one-stop reference facility for each HR policy area.



## Example

Schedule of policies	Summary
<p>All our model policies and procedures stated below are up to date and can be accessed by logging into <a href="http://www.epm.co.uk">www.epm.co.uk</a>.</p> <p>Guidance documents, model letters, templates, forms, and links to other relevant information are also available.</p>	<p>This column:</p> <ul style="list-style-type: none"><li>• states whether the policy is statutory or non-statutory</li><li>• briefly summarises the changes made by EPM at the last revision</li></ul>

# Digital Transformation

## Data protection

EPM Model Data Protection Policy	<p><b>This is not a statutory or legal requirement.</b> Although this is not a statutory or legal requirement, it is important to have a policy to ensure compliance with the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR)</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 to reflect change in terminology</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Data Retention Policy	<p><b>This is not a statutory or legal requirement.</b> Although this is not a statutory or legal requirement, it is important to have a policy to ensure compliance with the Data Protection Act 2018 and UK GDPR</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 to reflect change in terminology</li><li>• Last reviewed: June 2024</li></ul>
Model Data Subject Access Request (DSAR) Procedure	<p><b>This is not a statutory or legal requirement.</b> Although this is not a statutory or legal requirement, it is beneficial to have a procedure in place to ensure compliance with the Data Protection Act 2018 and UK GDPR</p> <ul style="list-style-type: none"><li>• Last amended: June 2023</li><li>• Last reviewed: June 2024</li></ul>

# Diversity, Equality and Inclusion

<p>EPM Model Anti-Bullying and Harassment Policy &amp; Procedure</p>	<p>This is not a statutory requirement but good practice.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 changed from bullying to “anti-bullying”, additions to definitions of harassment and bullying, amendments to informal and formal processes, reporting and responsibilities</li><li>• Last reviewed: June 2024</li></ul>
<p>EPM Model Diversity, Equity and Inclusion Policy for Staff</p>	<p>This is not a statutory requirement but good practice.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 Additions to sections 2,3,5,10,13, addition of optional support/resource groups at section 7, addition of practices, procedures and conditions of service at section 8</li><li>• Last reviewed: June 2024</li></ul>
<p>EPM Model Public Sector Equality Scheme over 150</p>	<p>This is a statutory requirement.</p> <p>The statutory requirement to periodically publish an equality scheme applies to all schools and academies.</p> <ul style="list-style-type: none"><li>• Last amended: April 2024 with updated terminology and examples of what to publish</li><li>• Last reviewed: June 2024</li></ul>
<p>EPM Model Public Sector Equality Scheme under 150</p>	<p>This is a statutory requirement.</p> <p>The requirement to publish certain information applied to all, but there are exemptions for settings that employ less than 150 employees.</p> <ul style="list-style-type: none"><li>• Last amended: April 2024 with updated terminology</li><li>• Last reviewed: June 2024</li></ul>

# Employee Relations

## Absence

EPM Model Policy and Procedure for the Management of Sickness Absence	<p>This is not a statutory requirement but is strongly advised.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 to include nationally agreed contractual entitlements to sick pay</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Policy for Leave of Absence	<p>This is not a statutory requirement but good practice.</p> <ul style="list-style-type: none"><li>• Last amended: Mar 2024 to include Carers Leave and remove "Discretionary" from document title</li><li>• Last reviewed: Mar 2024</li></ul>
EPM Model Sabbatical Policy	<p>This is not a statutory requirement but is good practice.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 to include application form</li><li>• Last reviewed: June 2024</li></ul>

## Discipline

EPM Model Code of Conduct for all Adults	<p>This is a statutory requirement.</p> <ul style="list-style-type: none"><li>• Last amended: June 2022</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Disciplinary Procedures Relating to Misconduct for all Employees	<p>This is a statutory requirement.</p> <ul style="list-style-type: none"><li>• Last amended: June 2022</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Disciplinary Rules for all Employees	<p>This is not a statutory requirement but these rules are important in setting standards of conduct.</p> <ul style="list-style-type: none"><li>• Last amended: July 2023</li><li>• Last reviewed: June 2024</li></ul>



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## Family friendly matters

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Maternity schemes are nationally agreed upon, with some local agreements in place. It is not normally necessary to adopt additional maternity policies.

There are statutory regulations covering parental, paternity and emergency dependants leave.

Parental Leave Guidance and Application Form	<ul style="list-style-type: none"><li>• Last amended: June 2023</li><li>• Last reviewed: June 2024</li></ul>
Summary of Maternity Leave and Pay for all Categories of Employees	<ul style="list-style-type: none"><li>• Last amended: June 2023</li><li>• Last reviewed: June 2024</li></ul>
Ordinary Paternity Leave and Pay (Births)  Ordinary Paternity Leave and Pay (Adoption)	<ul style="list-style-type: none"><li>• Last amended: June 2024 to reflect legislative changes including amended timeframes and ability to take two weeks separately</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Shared Parental Leave Policy (Births)  EPM Model Shared Parental Leave Policy (Adoption)	<ul style="list-style-type: none"><li>• Last amended: June 2023</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Adoption Policy	<ul style="list-style-type: none"><li>• Last amended: June 2023</li><li>• Last reviewed: June 2024</li></ul>

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## Flexible working

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EPM Model Flexible Working Policy	<ul style="list-style-type: none"><li>• Last amended: Mar 2024 to include updated legislation including right to make two requests per year</li><li>• Last reviewed: June 2024</li></ul>
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## Grievance

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EPM Model Grievance Procedure

This is a statutory requirement.

- Last amended: June 2024 to include flowchart in Appendix
- Last reviewed: June 2024

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## Redundancy

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EPM Model Redundancy Handling Policy and Procedure

This is not a statutory or legal requirement, however this policy acts to ensure legal compliance in managing the process.

- Last amended: June 2024 addition of selectable sections
- Last reviewed: June 2024

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## Whistleblowing

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EPM Model Whistleblowing Policy and Procedure

This is a statutory requirement.

- Last amended: June 2023
- Last reviewed: June 2024

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## Working with Trade Unions

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EPM Model Statement of Policy on Trade Union Membership and Recognition of Trade Unions

This is not a statutory or legal requirement, nor is it a requirement for Maintained Schools to adopt individually.

- Last amended: June 2023
  - Last reviewed: June 2024
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# Employer Branding and Attracting Employees

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## Employee onboarding, induction and probation

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EPM Model Staff Induction Policy	<p>This is not a statutory or legal requirement but is good practice to adopt.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 removal of outdated terminology</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Probation Procedure	<p>This is not a statutory or legal requirement but is good practice to adopt.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 formatting only</li><li>• Last reviewed: June 2024</li></ul>

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## Recruitment

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EPM Model Recruitment and Selection Policy and Procedure	<p>This is not a statutory or legal requirement but it is extremely important to have this policy and to follow it consistently in regard to KCSIE.</p> <ul style="list-style-type: none"><li>• Last amended: June 2022</li><li>• Last reviewed: June 2024</li></ul>
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# MAT Growth, Organisational Change and TUPE

## Organisational change

EPM Model Organisational Change Policy

This is not a statutory or legal requirement, however it contains best practice guidance and acts to ensure legal compliance.

- Last amended: June 2024 formatting only
- Last reviewed: June 2024

## Trusts and Academies

Trust Suite

Note: this suite of policies does not include all policies but includes, Appraisal and Capability, Code of Conduct, Disciplinary Procedure, Sickness Absence Procedure, Statement of Procedures for Dealing with Allegations of Abuse and Whistleblowing Procedure.

A suite of both statutory and non-statutory policies designed specifically for MATs.

- Last amended: June 2024 to reflect changes outlined against the standalone versions of these policies
- Last reviewed: June 2024

## Reward and Benefits

EPM Model Pay Policy

This is a statutory requirement in maintained schools. The Academy Trust Handbook refers to a "Pay and Conditions Policy". This policy is updated annually to reflect changes to the School Teachers Pay and Conditions Document.

- Last amended: June 2023
- Last reviewed: June 2023
- Next review: Upon receipt of the final STPCD 2024. Once this document has been published, further amendments required will be made and shared with EPM customers.



# Resilience, Wellbeing and Mental Health

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## Employee wellbeing

EPM Model Employee Wellbeing Policy	<p>This is not a statutory requirement but is good practice.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 changes to formatting, references to other policies and terminology</li><li>• Last reviewed: June 2024</li></ul>
EPM Model Menopause Policy	<p>This is not a statutory requirement but is good practice.</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 changes to links</li><li>• Last reviewed: June 2024</li></ul>

## Mental Health

EPM Model Stress Management Policy	<p>This is not a statutory policy but adoption will support you in meeting your statutory obligations.</p> <ul style="list-style-type: none"><li>• Last amended: July 2024 changes to formatting, references to other policies and terminology</li><li>• Last reviewed: July 2024</li></ul>
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# Safeguarding and Child Protection

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EPM Model Statement of Procedure for Dealing with Allegations of Abuse	<p>This is a statutory requirement.</p> <ul style="list-style-type: none"><li>• Last amended: June 2022</li><li>• Last reviewed: 2024</li></ul>
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# Safer Recruitment and DBS

EPM Model DBS Ex-Offenders Policy Statement	<p>This is not a statutory requirement. However, this policy acts to ensure legal compliance.</p> <ul style="list-style-type: none"><li>• Last amended: Aug 2021</li><li>• Last reviewed: June 2024</li></ul>
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# Talent Management and Creating a High Performing Culture


## Performance and appraisal

EPM Model Performance and Appraisal Policy	<p>This is a statutory requirement for teachers in Maintained Schools</p> <ul style="list-style-type: none"><li>• Last amended: June 2024 adjustments to terminology</li><li>• Last reviewed: June 2024</li></ul>
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## Employee development

EPM Model Policy and Application for Time Off for Training or Study	<p>This is not a statutory requirement.</p> <ul style="list-style-type: none"><li>• Last amended: July 2021</li><li>• Last reviewed: June 2024</li></ul>
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# Support for the everyday - as well as the critical moments



Contact your EPM HR Adviser and Lead HR Partner for support and advice with any employment policy questions or concerns that you may have