



the  
beckmead  
trust

# Human Resources Process & Procedures

- nurture
- sustain
- grow

This Beckmead Trust HR Processes & Procedures apply to The Beckmead Trust as a whole and to all the schools and service units in the Trust. TBT including all the schools and services within the Trust, their Trustees, governors and staff, must abide by the Human Resources Processes and Procedures as set out in this document.

The Beckmead Trust is the single employer of all staff in the Trust's schools and in its Shared Service. Therefore the Trust must have human resources policies and procedures that apply equally across all its schools and services and ensure that all their staff are treated consistently.

It is the responsibility of the governing body and Headteacher of each school, and the Board of Trustees and CEO for Trust Shared Service, to ensure that their school and its staff adhere to this TBT Human Resources Processes & Procedures. In implementing these, the governing body, Headteacher and Trust staff must take account of any advice given to them by the TBT Director of People, TBT DCEO or the Board of Trustees.

This document is subject to the Scheme of Delegation approved for the school or service. If there is any ambiguity or conflict then the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence.

If there is any question or doubt about the interpretation or implementation of these processes and procedures, TBT Director of People should be consulted.

Approval and review:

This document is the responsibility of the TBT Director of People.

These processes and procedures were agreed by the People & Pay Committee on 13<sup>th</sup> March 2024

## 1 Introduction

### 1.1 Context

The Beckmead Trust is the single employer of all staff within the Trust's schools and in its Trust Shared Service. Therefore the Trust must have human resources policies and procedures that apply equally across all its schools and services and ensure that all their staff are treated consistently.

### 1.2 Designated roles and responsibilities

The TBT Director of People :

Lauren Quinn Email: [lquinn12@beckmeadtrust.org](mailto:lquinn12@beckmeadtrust.org), telephone: 07851 251 006.

TBT HR Advisors:

Juniper HR. Email: [enquiries@junipereducation.org](mailto:enquiries@junipereducation.org) telephone: 0345 200 8600

Clerk to the Trust:

Lisa Brassington. Email: [lbrassington@beckmeadtrust.org](mailto:lbrassington@beckmeadtrust.org)

Each School in the Trust has a designated HR Landing site, this is the primary point of contact for SLT and employees raising HR matters and for liaison with The Beckmead Trust HR team.

Responsibility for the implementation of this document in a school in the Trust has been delegated to the Headteacher of the school. Responsibility for the implementation of this document in Trust Shared Service has been delegated to the DCEO of the Trust. (Such delegation is subject to the TBT Scheme of Delegation and any specific Scheme or alteration or restriction on the Scheme placed on the school or service as approved by the Board of Trustees.)

All Headteachers and other relevant Trust staff will engage with and take advice from TBT Director of People and the Trust's HR team as appropriate in any matters relating to HR processes and associated Procedures.

### 1.3 Approval and review

The officer responsible for this document and associated Procedures is TBT Director of People.

These processes and procedures will be reviewed regularly in line with changes to legislation. Before implementing changes in employment policies and procedures and working and organisational arrangements, the Trust will where appropriate undertake consultation and negotiation with Trade union representatives.

### 1.4 Terminology

- The Trust means The Beckmead Trust (TBT).
- School means a school or academy within The Beckmead Trust.
- Headteacher means the headteacher or principal of the academy.
- TBT DCEO means the deputy chief executive officer of The Beckmead Trust.
- Trust Shared Service staff means staff employed by the Trust to provide shared or Trust-wide services, as distinct from staff employed to work in a specific school or schools.
- Governing Body means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions for the management of the school.

### 1.5 General application of HR policies and procedures

Where a school is operating under the Trust's standard/default Scheme of Delegation the policy and associated procedures will apply as written. If the Board of Trustees has agreed and notified the Headteacher or Chair of the Governing Body of any alteration or restriction to the Scheme of Delegation for a particular school then the terms of that alteration/restriction will over-ride the relevant terms of this document.

If there is any uncertainty about the interpretation or application of the processes and procedures, the Director of People should be consulted and their advice should be followed.

Details of the application of HR processes and procedures will be set out in the relevant policy

Subject to the application described in each specific Procedure, in general:

Where the subject of the Procedure is a member of school staff: the Headteacher will be responsible for carrying out the Procedure; the Headteacher may delegate the carrying out of specific aspects of the Procedure to an appropriate member of their staff – normally the member of staff's line manager. Any appeal will be to a committee of the Governing Body.

Where the subject of the Procedure is the Headteacher: the Governing Body, the DCEO or their representative will be responsible for carrying out the Procedure (which may be delegated to a committee) TBT may appoint internal or external investigators and may be required to involve the TBT CEO, their representative or Trustees in any process. Any appeal will be to the Trustees. Formal action against a Headteacher will require approval of the Board of Trustees.

Where the subject of the Procedure is a member of Trust Shared Service staff: the TBT DCEO will be responsible for carrying out the Procedure; the TBT DCEO may delegate the carrying out of specific aspects of the Procedure to an appropriate member of their staff – normally the member of staff's line manager. TBT may appoint internal or external investigators. Any appeal will be to a committee of the Board of Trustees.

Where the subject of the Procedure is the TBT DCEO: the Chair of the Trustees will be responsible for carrying out the Procedure; any appeal will be to a committee of the Board of Trustees – who must not have been previously involved in the matter.

The Headteacher and/or member of staff acting on their behalf must consult and take advice from the central services, HR department; the School Headteacher and member of staff acting on their behalf must consult and take advice from the TBT Director of People and the HR department.

When any Procedure progresses beyond the informal stage, the TBT Director of People or TBT HR department must be informed and their advice must be taken into consideration.

In addition to any specific requirements set out in the Procedures, it is recommended that the Headteacher should seek advice from TBT Director of People or TBT HR department at all stages of any Procedure.

The Director of People and TBT HR department can provide advice on matters of policy, procedure and employment law.

If an employee has a concern about the implementation of these processes and procedures, they should take the matter up with the School Headteacher.

#### 1.6 Associated Policies and procedures:

##### Constituent Procedures:

- TBT Staff Code of Conduct
- TBT Recruitment and Selection Procedure
- TBT Performance Management and Pay Policy
- TBT Staff Sickness Management Procedure
- TBT Grievance Policy
- TBT Staff Capability Procedure
- TBT Staff Disciplinary Procedure
- TBT Leave of Absence Policy

##### Associated Policies and Procedures:

- TBT Safeguarding Policy
- TBT Finance Policy and Procedures

Link to policy folder:

## 2 Human Resources Processes & Procedures

### 2.1 Principles

The Trust recognises that staff are its most important asset and that the success of the Trust to deliver its objectives depends upon the performance and professional approach of individual members of staff.

The Trust and its schools must apply these processes and procedures consistently and in a non-discriminatory way in order to ensure fair treatment of all employees.

The Trust also believes in promoting diversity and ensuring that difference is recognised and celebrated within the context of fairness and equality.

### 2.2 TBT Staff Code of Conduct

The Trust will foster a culture of the highest professional standards.

All employees have a responsibility and duty to keep students and themselves safe and to protect them from physical and emotional harm. This duty, is in part exercised through the development of respectful, caring and professional relationships between our employees and our students. All Trust employees should demonstrate behaviour of integrity, maturity and good judgement.

All employees of each school in the Trust and of the Trust Shared Service must abide by the TBT Staff Code of Conduct.

## 2.3 Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All schools and services in the Trust and their staff must abide by the TBT Safeguarding Policy.

## 2.4 Recruitment and selection

The Trust is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes recruitment of the highest calibre of staff and equality of opportunity.

All schools and services within the Trust must implement and follow the TBT Recruitment and Selection Procedure.

## 2.5 Performance Management Procedures

All Schools and services within the Trust must follow the TBT Pay, Performance and Talent Management Policy.

## 2.6 Absence of Leave Procedure

The Trust and its schools will ensure that whilst decisions on absence of leave will reflect the Trust's role as a caring and reasonable employer, additional leave requests will be balanced with the needs of the Trust and the school and the impact on the education of students.

All schools and services within the Trust must implement and follow the TBT Staff Additional Leave Procedure.

## 2.7 Procedure for Managing Sickness Absence

The Beckmead Trust is committed to providing a safe and healthy working environment for all its employees and that all employees are treated fairly and consistently. It recognises that the health and welfare of its employees is key to delivering effective services, but that sickness absence has an adverse impact on the efficiency of services provided and affects the workload of other employees.

All schools and services within the Trust must implement and follow the TBT Procedure for Managing Sickness Absence.

## 2.8 Grievance Procedure

The Beckmead Trust will seek to resolve any grievance as quickly as possible, in the first instance informally. Any employee of the Trust may, at some time, have problems or concerns about their work, working conditions or relationships with colleagues that they wish to talk about with management.

All schools and services within the Trust must implement and follow the TBT Staff Grievance Procedure.

## 2.9 Staff Capability Procedure

The Beckmead Trust will ensure that managing employees' performance is a continuous process that involves making sure that the performance of employees contributes to the goals of individual schools and the Trust as a whole.

All schools and services within the Trust must implement and follow the TBT Staff Capability Procedure.

## 2.10 Staff Disciplinary Procedure

The Trust seeks to ensure that all employees achieve and maintain the required standards of behaviour and conduct and where standards are deemed to be unsatisfactory, to support staff to improve.

All schools and services within the Trust must implement and follow the TBT Staff Disciplinary Procedure.

## 2.11 Trade Union Recognition Agreement

The Beckmead Trust will consult and negotiate where appropriate about terms and conditions and other matters relevant to the employment of teaching and support staff within the Trust with the appropriate trade unions, as representatives of those staff.

TBT do not currently have a Trade Union Recognition Agreement.