HR policies and procedures

Here are Ealing Council's HR policies, procedures, statutory guidance, forms and schemes listed in alphabetical order:

A - D

Absences due to the coronavirus Colleagues are reminded of the provisions that already exist for teaching and support staff in schools in circumstances where they are required to self-isolate or are placed into quarantine.

Absence - Guidance on managing absence and attendance (pdf) (December 2021)
This document provides guidance, information and advice to help schools manage absence and attendance issues.

Absence- application for leave of absence for reasons other than personal illness (word)

Fit note guidance (pdf) and Fit note sample (pdf)

Adoption provisions for school support staff (word)
Extract from the local terms and conditions.

Allegations of abuse against teachers and other school staff (pdf) (December 2022) Model procedure on dealing with allegations. See also staff allegations.

Code of conduct for schools (pdf) (January 2024) school staff, volunteers and governors.

Death in service
What to do if an employee dies in service.

Disciplinary procedure (word) A model procedure for governing boards.

E - I

Equality Analysis Assessment (EAA) - links to equality analysis assessment page.

Grievance procedure (word) A model procedure for governing boards.

ICT - Professional responsibilites for teachers and school staff when using ICT in schools (word)
Advice when using any form of ICT, in or out of school.

Industrial action guidance for schools January 2023 (pdf)
Guidance on strike action for headteachers.

Industrial action risk assesment template (word)
Risk assessment document for strike action that schools may wish to follow.

L

Legal advice on employment matters insurance scheme details 2025-26 (pdf)
Schools legal advice on employment matters. A minimum number of 40 schools will be required to join the scheme for it to be considered viable. Email scheme joining form to jbourchier@ealing.gov.uk by **30 Apil 2025.**
Legal advice on employment matters operation of scheme 2025-26.

Legal advice on employment matters insurance/mutual scheme claim form (word)

Long term sickness scheme for schools April 2025 (pdf)

Long term sickness insurance claim form (word))

M

Managing unsatisfactory performance (word) (revised January 2025)
For support staff only, if school's capability policy is for teachers only and does not include support staff.

Maternity insurance scheme for schools April 2025 (pdf)

Maternity insurance claim form (word)

Maternity/parenting leave scheme for teachers (word) April 2018

Maternity/parenting policy for school support staff (word) March 2015

Medical capability policy and procedure (word) October 2024. A model procedure for governing bodies

Model staff induction guidance and checklist (word) September 2011

P

Pay policies

Model pay policy 2024-25 NAHT (pdf) and NAHT pay policy guidance 2024-25 for schools to consider

Model pay policy 2024-25 NEU (word) and NEU pay policy checklist for schools to consider

Joint union advice on school teachers' pay in England 2024-25 (ASCL, NEU, NAHT)

Probation policy and procedure for school support staff (word) February 2016
Guidance for schools on probation and model procedure for governing bodies.

R - W

Recruitment and selection guidelines - links to recruitment guideline and forms

Redundancies guidance for schools (word) updated November 2021

SEN teachers allowance guidance (pdf) September 2010

Teacher appraisal and capability options

Teachers' terms and conditions (word)
Teacher's terms and conditions in nursery, primary, secondary, day special schools and other teaching services maintained by the council.

Whistleblowing - model policy (word) July 2023.

Work/life balance- model policy (word)

These policies are supplemented by Ealing's local agreement on terms and conditions and their implementation (pdf). Summary of local agreement on terms and conditions (pdf).

Related services
HR advice and consultancy 2025/26
Was this page useful?

- Yes
- Neutral
- No

Last updated: 15 Apr 2025