

## HR policies and procedures

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

### Core HR policies schools should adopt or adapt

- [Allegations of abuse against teachers and other staff](#) (word) (September 2019) Model procedure on dealing with allegations. See also [staff allegations](#).
- [Code of conduct for schools](#) (pdf) (September 2018) school staff, volunteers and governors.
- [Disciplinary procedure](#) (word) A model for governing boards.
- [Grievance procedure](#) (word) A model procedure for governing boards.
- [Grievance proforma](#) (word) to collect information for a grievance.
- [Medical capability procedure](#) (word) A model procedure for governing bodies.
- [Teacher appraisal and capability options](#)

### Other HR advice, guidance and forms

[Absence - guidance on the management of absence](#) (pdf) (October 2013)

For sickness absence, lateness, statutory leave, leave of absence, special leave and annual leave for all school based staff.

[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.

[Comprehensive equality and diversity policy](#) (pdf)

Ealing Council's policy, vision and purpose to ensure we deliver equality and diversity to you as staff, and to our residents, customers and partners.

[Equality Analysis Assessment \(EAA\)](#) - links to equality analysis assessment page

[Flexible working policy](#), [Flexible working guidance](#), [application form](#)

[Foundation stage additional entitlement provision](#) (pdf)

Advice to headteachers of primary and nursery schools about both the flexibilities available to them as employers and any limitations in organising staffing for the additional entitlement for three and four year olds.

[Harassment and bullying guidelines](#) (word)

[ICT - appropriate use of ICT in schools](#) (word)

Advise for using any form of ICT, in or out of school.

[Legal advice on employment matters insurance scheme 2019/20](#) (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. [Scheme joining form](#) to be emailed to [jbourchier@ealing.gov.uk](mailto:jbourchier@ealing.gov.uk) by **30 April 2019**. [Committee review of the 2018-19 scheme and guidance for schools](#).

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

[Long term sickness scheme for schools](#) (pdf) April 2019 [Long term sickness scheme claim form](#) (word)

[Managing unsatisfactory performance](#) (word) (revised 2012)

For support staff only, if school's capability policy is for teachers only and does not include support staff.

[Maternity insurance scheme for schools and claim form](#) (word) April 2019

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

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

[Maternity/parenting provisions for school support staff](#) (word) Extract from the local terms and conditions.

[Mental health illness guidance](#) (pdf)

Guidance on managing mental health illness in school.

[Model staff induction guidance and checklist](#) (word) September 2011 [PPA - model policy](#) (word)

[Probation policy and procedure for school support staff](#) (word) February 2016

Guidance for schools on probation and model procedure for governing bodies.

[Recruitment and selection guidelines](#) - links to recruitment guideline and forms

[Redundancies guidance for schools](#) (word) updated September 2018

[SEN teachers allowance guidance](#) (pdf) September 2010

[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) April 2016

[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).

**Was this page useful?**

- [Yes](#)
- [Neutral](#)
- [No](#)

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