HARPUR TRUST

Employee Handbook

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HELLO

I would like to take this opportunity to welcome you to the Harpur Trust, one of Britain's largest charities, founded by Sir William Harpur in 1566.

At the Trust, we have a vision of Bedford as a place where everyone has pride in their community and is inspired and supported in realising their potential. Our charitable objects are:

- Providing and promoting education
- Offering help and relief to anyone who is sick, in need, hardship or distress
- Providing recreational facilities with a social welfare purpose.

To achieve our vision we operate four schools and we sponsor the Bedford Academy, we make grants of approximately £1million a year to local organisations and individuals within the borough of Bedford , offer accommodation for older people and engage in social policy work.

We employ around 1,200 employees, most of whom work in our four Harpur Trust schools in Bedford providing first class, selective education for over 3,500 pupils.

We are governed by 26 Trustees who have a legal responsibility for all of our activities and to ensure that our charitable objects are carried out. Our Trustees sit on a variety of Trust/School Committees and come from various walks of life. Unlike our employees, the Trustees are not paid for the services they provide; they are all volunteers.

The Harpur Trust Offices (HTO) can be found in the Pilgrim Centre on Brickhill Drive, Bedford where our Governance/Administration, Fees, Grants, Payroll, External Relations and our central Accounts, Finance and HR departments are based.

Each and every person in the Trust is important to our on-going success and, with your commitment and endeavour, we will continue to build on the legacy of Sir William Harpur, supporting generations of people within the local community and the pupils at our schools, now and for many years to come.

If you would like to find out more about The Harpur Trust, our heritage, our many success stories and the work we are currently doing in and around Bedford, then why not attend one of our Harpur Trust Information Presentations which are held every September and January.

David Steadman

Chief Executive, The Harpur Trust

T & Cs

THE TERMS AND CONDITIONS OF YOUR EMPLOYMENT ARE SET OUT IN YOUR INDIVIDUAL CONTRACT OF EMPLOYMENT.

Your employment contract sets out the details of your pay, working hours and arrangements, entitlement to annual holidays, responsibilities, duties and your notice period, and it will normally include a job description where your will find specific information regarding your role and responsibilities.

Once it has been signed, a copy of your employment contract will be held on your personal file and a copy will be returned to you for your own records. If you have any questions regarding your contract then you should contact your HR department who will be happy to assist you.

The Harpur Trust reserves the right to make reasonable amendments to the terms and conditions of your employment. You will be informed of any such changes in writing.

EMPLOYMENT POLICIES

OUR EMPLOYMENT POLICIES ARE DESIGNED TO PRODUCE A FRAMEWORK WITHIN WHICH ALL EMPLOYEES ARE TREATED IN A FAIR AND CONSISTENT MANNER.

They have been developed to ensure that employees are aware of what is expected of them and what we offer in return.

EMPLOYEE RELATIONS

Equality, Diversity & Inclusion - The Trust is committed to the promotion of equal opportunities, valuing and encouraging diversity and the creation of an inclusive working environment for all employees We are committed to employing the best person for the job and to ensuring that employees are treated equally and fairly. All policies and practices will seek to conform to the principle of equal opportunities in terms of recruitment, selection, training, promotion, career development, discipline, redundancy and dismissal. *Click Here*

Disciplinary - It is necessary for the proper operation of the Trust and the health and safety of our employees that there is a clear disciplinary procedure in place. In all instances of alleged misconduct, an appropriate investigation will be carried out by a manager to assess whether formal disciplinary action is appropriate. *Click Here*

Capability – The Harpur Trust aims to support all our employees to achieve acceptable levels of capability and attendance. However, should unacceptable levels of capability arise; the Trust will follow the Capability Policy and endeavour to act consistently and fairly to resolve issues. *Click Here*

Dignity at work – The Trust will not tolerate any behaviour or conduct which may amount to harassment of another person at work. Harassment, victimisation, bullying and discrimination of any kind are regarded as a disciplinary offence and in serious instances may lead to dismissal. *Click Here*

Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic (age, disability, gender reassignment, marriage or civil partnership, pregnancy, race, religion or belief, sex or sexual orientation) which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards

someone based on their appearance or other personal characteristics. Harassment may include (but is not limited to) intimidating behaviour, persistent teasing, constant unfounded criticism and/or unfair allocation of work and responsibilities. Harassment may be directed towards on individual or a group.

Grievance – The Harpur Trust is committed to ensuring that all our employees have a healthy and cooperative working environment and are treated in a fair and equitable manner. Should you at any time have a grievance connected with your employment; the Trust will act to resolve the grievance at the earliest opportunity. *Click Here*

STANDARDS & EXPECTATIONS

The Harpur Trust is one of the largest employers within the Bedford area and we pride ourselves on our highly skilled, professional and diverse workforce. As an employee of The Harpur Trust, the highest standards of performance and behaviour are expected at all times.

PERFORMANCE MANAGEMENT

THE HARPUR TRUST BELIEVES ALL OUR EMPLOYEES ARE ENTITLED TO HAVE THEIR PERFORMANCE AND DEVELOPMENT REVIEWED ON A REGULAR BASIS

During your one-to-one review discussions you will be asked to reflect on your performance in your role, discuss and agree goals for the year ahead, receive feedback on your performance and consider any training and development opportunities that may be appropriate.

Your line manager will arrange your review with you and will provide guidance on how to complete the review document.

Performance management training will be provided to ensure that both reviewers and reviewees are able to complete an effective performance review.

SAFER RECRUITMENT/CHILD PROTECTION

THE HARPUR TRUST IS COMMITTED TO PROVIDING THE BEST POSSIBLE CARE AND EDUCATION TO ITS PUPILS AND TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

The Harpur Trust recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain employees of the highest calibre who share this commitment.

The Harpur Trust strictly adheres to safer recruitment principles and child protection guidelines through the implementation of policies, procedures and training of key staff. **The Trust's policy on Recruitment, Selection and Disclosure** will ensure:

- Compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), the code of practice published by the Disclosure & Barring Service (DBS) and guidance from the Independent Schools Inspectorate (ISI);
- That the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

It is your responsibility to familiarise yourself with all policies and procedures relating to safeguarding. Please contact your school's Designated Safeguarding Lead or your HR department for further information. *Click Here*

MANAGING ATTENDANCE

THE HARPUR TRUST IS COMMITTED TO SUPPORTING ALL OUR EMPLOYEES TO ACHIEVE FULL ATTENDANCE AT WORK

SICKNESS ABSENCE – We recognise there may be occasions when you are unable to attend work due to sickness. If you need to take time off for sickness, you are required to notify the appropriate person at your place of work no later than one hour prior to your normal start time, wherever possible.

Upon your return from any period of sickness absence, you will be required to provide certification in respect of your period of absence. This will either be a 'self-certification' form, which you can obtain from your intranet site or the HR department if the absence is seven days or less, or a 'fit-note' that will be issued by your GP for any absences over seven calendar days.

Your line manager will conduct a return to work interview with you to ensure that you are fit and able to return to work.

You may be entitled to paid time off for sickness absence. For further details please refer to both your contract of employment and the **Managing Sickness Absence Policy**. If you have any questions regarding sickness absence or entitlement to sick pay, your HR department will be happy to assist you. *Click Here*

Medical and related appointments should, wherever possible, be arranged outside of working hours. If this is not possible, then you may take reasonable time off to attend appointments.

COMPASSIONATE LEAVE – Compassionate leave will be dealt with on an individual basis and is given at the discretion of the Head/Bursar (CEO/HR Director for HTO staff).

PAY & BENEFITS

THE HARPUR TRUST OFFERS AN ATTRACTIVE REWARD PACKAGE THAT IS REVIEWED ON A REGULAR BASIS

PAY – You will be paid monthly in arrears into a bank or building society of your choice via BACS on or around the last working day of each month. Salaries are reviewed annually in September. Any Basic Pay Award (if awarded) is normally effective from 1 September each year. You will be notified in writing of any changes to your salary/hourly rate.

EXPENSES – You may claim for any reasonable expenses associated with the proper execution of your role provided that the expenses were authorised in advance by your line manager. Expenses will only be paid upon production of valid receipts/proof of purchase and will normally be paid monthly in arrears in line with the Trust's **Expenses Policy**. *Click Here*

TEACHERS' PENSION SCHEME (TPS) - If you are eligible to join the TPS, you will automatically be enrolled when your employment commences. Should you wish to opt out of the TPS, you will be required to complete the online opt-out process on the TPS website, or you can download the appropriate form from the TPS website and forward it to the Payroll Department at The Harpur Trust. Further information on the TPS can be found at *www.teacherspension.co.uk* in their member resources area.

GROUP PERSONAL PENSION PLAN (GPPP) - The Harpur Trust may contribute up to a maximum of 10% of your basic salary into the pension scheme, based on the level of your personal contribution. If you are eligible and qualify to join the GPPP, you will be automatically enrolled after three months of employment. Should you wish to opt out of the scheme, you will be required to download the appropriate form from the Aviva website and forward to the Payroll Department at The Harpur Trust. For further information about the scheme, please contact either the HR Department or the Payroll Department.

LIFE ASSURANCE - The Harpur Trust wishes to ensure that salaried employees benefit from Life Assurance (or equivalent). The provision and level of Life Assurance is dependent on which pension scheme you are a member of. Further details regarding life assurance can be obtained by contacting the HR Department at the Harpur Trust Office.

HEALTH CARE CASH PLAN AND HOSPITAL SURGERY TREATMENT INSURANCE – This benefit is available to all employees (pro rata for part time employees). It offers a more holistic approach to health care, encouraging preventative treatment by providing cash back on everyday procedures such as dental and optical treatment and alternative therapies. The scheme enables swifter diagnosis of illnesses, faster access to surgery (avoiding long NHS waiting lists), and supports rehabilitation. In addition there is an Employee Assistance Programme which can provide advice and counselling, and discounts for gym membership and retail organisations. Further details can be obtained from your HR Department.

SALARY SACRIFICE ARRANGEMENT - The Trust has implemented a voluntary salary sacrifice (reduced gross salary) scheme which is a tax efficient way of making savings as follows (conditions apply):

- Childcare vouchers
- Pension contributions (not applicable for TPS)**:** If you join the Salary Sacrifice Scheme your pension contributions will be calculated on the basis of your gross pay before the reduction for salary sacrifice is made thereby enabling savings on National Insurance contributions

Further details of the benefits above are available from your HR Department.

FAMILY FRIENDLY

THE HARPUR TRUST OPERATES A FAMILY FRIENDLY POLICY WHICH INCLUDES:

MATERNITY – All pregnant employees, regardless of the number of hours they work or their length of service with The Harpur Trust, are entitled to a period of 52 weeks Maternity Leave subject to notification requirements. This leave is divided into 26 weeks Ordinary Maternity Leave (OML) and 26 weeks Additional Maternity Leave (AML).

Employees who have completed a minimum of 26 weeks continuous service by the 15th week before the Expected Week of Childbirth (EWC) will be entitled to Statutory Maternity Pay (SMP). SMP is payable for up to 39 weeks during Maternity Leave. The first six weeks of SMP are payable at 90% of average weekly earnings. The remaining 33 weeks are paid at either the current rate of SMP or 90% of the employee's average weekly earnings, whichever is the lesser.

Provided that you have completed one year's continuous service by the end of the qualifying week, you will be entitled to Enhanced Maternity Pay. If you are entitled to Enhanced Maternity Pay, the first 6 weeks of your Maternity Leave are paid at 100% of your average weekly earnings (including SMP). The following 6 weeks of your Maternity Leave are paid at 50% of your average weekly earnings (including SMP). For the remaining period (up to 27 weeks) you will be paid at the lesser of either Statutory Maternity Pay or 90% of your average weekly earnings (provided you qualify for the Lower Earnings Level).

Regardless of length of service, pregnant employees are entitled to paid time off to keep appointments for antenatal care made on the advice of a registered medical practitioner, registered midwife or registered health visitor. If you have any questions relating to either Maternity Leave or entitlement to Maternity Pay, your HR Department will be happy to assist you.

SHARED PARENTAL LEAVE - Shared Parental Leave is a type of leave that enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed. This could mean that the mother or adopter shares some of the leave with their partner, perhaps returning to work for part of the time and then resuming leave at a later date.

The partner of the employee should approach their own employer if they wish to take Shared Parental Leave. The partner's employer may require the Trust to disclose information relating to the maternity leave the mother has taken. In these circumstances HR will discuss this with the employee before any information is disclosed. The mother and the partner should ensure that they are each liaising with their own employer to ensure that requests for Shared Parental Leave are handled as smoothly as possible

PATERNITY – The rights to Paternity Leave and Statutory Paternity Pay (SPP) allow qualifying employees whose partner, spouse or civil partner has had a baby, to take paid leave to care for the baby or to support the mother following the birth of a child. The same rights to Paternity Leave and SPP apply to adoption (unless you are to be the main carer of an adopted child in which case, please refer to the **Adoption Policy** summarised below).

Eligible employees may choose to take either one or two consecutive weeks statutory Ordinary Paternity Leave (OPL). It cannot be taken as odd days or as two separate weeks. The Trust will pay eligible employees five days paid Paternity Leave as part of either the statutory OPL two week entitlement, or as part of any period of Additional Paternity Leave that is taken. The remaining period of Paternity Leave will be paid at the prevailing rate of Statutory Paternity Pay (SPP).

ADOPTION – Subject to meeting eligibility criteria; employees are entitled to up to 26 weeks Ordinary Adoption Leave (OAL) followed immediately by up to 26 weeks Additional Adoption Leave (AAL) – a total of up to 52 weeks' leave.

During periods of Adoption Leave, employees are entitled to Statutory Adoption Pay (SAP) from the Trust for a period of up to 39 weeks. The weekly SAP amount will be the same as the standard rate of Statutory Maternity Pay or 90% of normal weekly earnings (whichever is lower). For details of the current rate, please contact your HR Department or the Payroll Department at the HTO.

PARENTAL LEAVE POLICY – After one year's continuous employment with the Trust, employees may be entitled to take up to 18 weeks' Parental Leave for each child for whom they are legally responsible. Your entitlement to Parental Leave will be reduced by the amount of Parental Leave taken in connection with that child and with previous employers. Parental Leave is unpaid. Employees are not entitled to any remuneration under the terms of their contract during any period of Parental Leave. Parental Leave may only be taken in multiples of a week, giving your manager not less than 21 days' notice in writing.

FLEXIBLE WORKING -The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements. In turn, it recognises that operational demands must always be met. You can request to change the hours you work, or change the times when you are required to work. All employees have a statutory right to request flexible working provided they have employee status, have been continuously employed by the Trust for 26 weeks; and they have not made a previous application for flexible working in the past 12 months.

TIME OFF FOR DEPENDANTS/EMERGENCY DAYS – The Harpur Trust also recognises that time off may be needed for domestic emergencies such as caring for an unwell dependant. In such circumstances you must notify your manager at the earliest possible opportunity to discuss the reasons for the absence. The Trust allows up to three paid emergency days in any academic year to allow employees to deal with unexpected emergency situations.

The **Family Friendly Policy** can be obtained from your school's intranet or your HR Department or *Click Here*

COMMUNICATION & INFORMATION

THE TRUST WORKS HARD, IN COLLABORATION WITH THE SCHOOLS, TO ENSURE YOU ARE KEPT UP TO DATE WITH THE LATEST INFORMATION THAT MAY AFFECT YOU IN YOUR PLACE OF WORK

COMMUNICATING WITH YOU – We communicate with you through letters and/or emails, a termly e-bulletin 'Trust News', termly Harpur Trust Staff Forum meetings, information presentations in September and January and an employee survey every two years. Our website *www.harpurtrust.org.uk* and our Facebook and Twitter pages @TheHarpurTrust are also always kept up to date with the latest news, especially on our grants and education programmes.

THE HARPUR TRUST STAFF FORUM – (HTSF) was established in February 2008 with the aim of providing an effective two-way communication process between the Trust and its employees and encouraging involvement in various aspects of the Trust's work and development.

The Forum's objectives are:

- To provide a mechanism via which our employees can contribute, where appropriate, to the decision-making process;

- To encourage and facilitate joint problem solving with the Trust;
- To improve the working environment through the development of increased understanding/mutual trust and sharing of ideas in an open and honest manner.

The Forum informs/consults employees about matters of common interest, significant and/or immediate concerns affecting groups of employees, and local policy matters.

Each school has three HTSF representatives who act as a collective voice for employees at their school. They will also keep you informed on meeting outcomes either during you own school's staff briefings, through emails, or summary minutes posted on intranet sites/staff notice boards.

To find out who your HTSF reps are, please visit the intranet or contact the Trust's HR Department.

DATA PROTECTION – The Data Protection Act 1998 (DPA) is UK legislation to ensure an individual's personal information is not misused. The DPA does not stop us from using personal information to deliver our services, but it does provide a set of rules and guidelines, known as Data Protection Principles which we must follow.

HEALTH, SAFETY & WELFARE

OUR DUTY – The Harpur Trust has a duty under the Health and Safety at Work Act 1974 to ensure a safe and healthy workplace for it pupils, employees, visitors and the general public. To this end, the Trust will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods for the welfare of themselves and others.

In each of our schools, the Bursar is responsible for all matters of Health and Safety. There will be a number of health and safety policies and procedures specific to your place of work that you must familiarise yourself with and conform to.

These will include (but are not limited to):

- Fire and Evacuation procedures
- First Aid and Accident reporting procedures.
- Safe Manual Handling
- Use of Display Screen Equipment
- Supervising visitors and contractors.

Please be aware that health and safety legislation and regulations are frequently amended. It is your responsibility to keep up-to-date with the health, safety and welfare policies and procedures at your place of work. You have a responsibility to do all you can to prevent an injury to yourselves, your colleagues, and others affected by your actions or omissions at work and co-operate with the Bursar/Trust on all matters of health, safety and welfare.

NO SMOKING POLICY – There is a no-smoking policy in force across all Harpur Trust/School property.

YOUR WELFARE – An Employee Assistance Programmes (EAP) is available to all employees of The Harpur Trust.

The EAP is a benefit available to all employees and is completely confidential. For details of the appropriate number to call, please visit your intranet site or contact your HR Department.

TO FIND OUT MORE

Please contact your HR Department for details of other employment policies or visit the intranet site at your place of work for further information.

Employee Handbook

THE HARPUR TRUST A COMPANY LIMITED BY GUARANTEE. REGISTERED IN ENGLAND: COMPANY NUMBER 3475202. REGISTERED OFFICE: PILGRIM CENTRE, BRICKHILL DRIVE, BEDFORD, MK41 7PZ. REGISTERED CHARITY NUMBER: 1066861