

Emmbrook Infant School



Human Resources Policy

Responsibility of: Leadership & Management Committee
Date of Policy: Autumn 2016
Date of Review: Autumn Term 2019

This policy states that the school adopts the latest Wokingham Borough Council policies for personnel matters.

1. General

Emmbrook Infant School will follow the policy, procedures and guidance set out in the following documents from Wokingham Borough Council:

- **Policy and Guidance for Capability -Unsatisfactory Work Performance**
- **Policy for Code of Conduct and Personal Behaviour**
- **Policy and Procedure for Discipline**
- **The Disciplinary Procedure Toolkit - Schools**
- **Policy and guidance for Grievance (Including Bullying and Harassment)**
- **Grievance, Bullying and Harassment Toolkit**
- **Equal Opportunities-Human Resources Policy & Guidance**
- **Equality Act Guidance**
- **Support Staff Probation Policy and Procedure for Schools**
- **Leave of Absence Policy**
- **Family Care Policy and Guidance & Toolkit (including adoption guide and procedure for requesting flexible working)**
- **Shared Parental Leave Policy**
- **Policy and Procedures For Recruitment and Selection**
- **Redundancy and Restructure in schools**
- **Policy And Guidance For Retirement**
- **Managing Sickness Absence for School Staff Policy**
- **No Smoking Policy for Schools**
- **Whistleblowing Policy for Schools**

Wokingham Borough Council and the school's personnel adviser will act according to policy and procedures described in the above policies. Where necessary the advice and guidance of the school's personnel adviser will be sought either to clarify procedure or to provide professional support to enable the school to carry out its responsibilities to its employees.

2. Changes and Additions

When Wokingham Borough Council revises any of the above policies or introduces new human resources policies relating to the management of personnel, with a recommendation that they are adopted by schools, the new policies will be automatically adopted, unless the Headteacher or the governing body decides otherwise.

3. The latest versions of these policies can be found on the WBC website at <http://wsh.wokingham.gov.uk/leadership/policies/>