

Human Resources Policies and Procedures at Loxford School Trust:

**All policies and procedures are held locally in all Loxford Trust Schools'.**

**To receive a copy please speak to the HR Officer at the school:**

- Absence Leave Policy
- Allegations Against staff Policy and Procedure
- Capability Policy and Procedure (Support staff and teaching staff)
- Dignity at Work Policy and Procedure
- Disciplinary Policy and Procedure
- Disclosure and Barring Service Checks
- Equal Opportunities Statement
- Flexible Working Requests
- Freedom of Informal Requests/ Publication Scheme
- Grievance Policy and Procedure
- Health and Safety Policy
- Infection Disease and Control
- Kirpan (wearing of) Policy
- Maternity Policy
- Paternity Policy
- Pay Policy – Teachers and Support Staff
- Redundancy, Restructure and Redeployment Policy and Procedure
- Recruitment and Selection Policy and Procedure
- Repayment of Overpaid Salary
- Performance Management
- Shared Parental Leave
- Sickness Absence Policy and Procedure
- Use of Display Screen Equipment
- Whistle Blowing