



IWYS

Alternative Education HR Policy

Approved by:	Charmaine Baines	Date: 16/12/2024
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HR Policy for IWYS Alternative Provision

1. Introduction

This HR policy outlines the procedures and guidelines for managing human resources at IWYS Alternative Provision, an independent alternative education provider for pupils aged 12 -16. This policy applies to all staff, including permanent, temporary, and volunteer members.

2. Recruitment and Selection

- **Job Advertisements:** All vacancies will be advertised both internally and externally, ensuring compliance with safeguarding guidance and equality law.
- **Selection Process:** Candidates will be shortlisted based on their qualifications, experience, and alignment with the IWYS Alternative Provision 's values. Interviews will be conducted following a structured process to maintain fairness. CV alone will not be accepted.
- **Background Checks:** All potential employees must undergo enhanced DBS checks, vetting and necessary checks before confirming employment.

3. Staff Training and Development

- **Induction:** New staff members will receive a comprehensive induction program to familiarise them with IWYS Alternative Provision policies, procedures, and the alternative provision setting.
- **Ongoing Training:** Regular training sessions will be provided to enhance staff skills, focusing on areas such as safeguarding, behavior management, and special educational needs.

4. Performance Management

- **Appraisals:** Annual performance reviews will be conducted to assess staff performance and set objectives for professional development.
- **Feedback:** Constructive feedback will be provided regularly to ensure continuous improvement and address any performance issues promptly.

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5. Staff Wellbeing

- **Wellbeing Initiatives:** The IWYS Alternative Provision will promote staff wellbeing through initiatives such as wellness workshops, access to counseling services, and flexible working arrangements where possible available through our independent HR company.
- **Support Systems:** A support system will be in place for staff to discuss any concerns or issues confidentially.

6. Parental Leave and Absence

- **Leave Entitlements:** Staff are entitled to statutory parental leave and other leave as outlined in their employment contracts.
- **Absence Reporting:** Staff must inform IWYS Alternative Provision of any absences as soon as possible and provide appropriate documentation if required.

7. Safeguarding

- **Policy Compliance:** All staff must adhere to IWYS Alternative Provision's safeguarding policy and undertake regular safeguarding training.
- **Reporting Concerns:** Any safeguarding concerns must be reported immediately to the designated safeguarding lead.

8. Leavers

- **Notice Periods:** Staff must provide notice as per their contract terms. Exit interviews will be conducted to gather feedback and insights.
- **Handover:** Departing staff must complete a thorough handover to ensure continuity of service and support for students.

9. Equality and Diversity

- **Commitment:** IWYS Alternative Provision is committed to promoting equality and diversity in the workplace, ensuring all staff are treated with respect and fairness.
- **Inclusive Practices:** Policies and practices will be regularly reviewed to ensure they support a diverse and inclusive working environment.

10. Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in legislation or IWYS Alternative Provision needs.