Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

EMPLOYMENT PROCEDURE

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Purpose and scope

These procedures set out the School's core arrangements for recruitment, employment, conduct, discipline and grievances for paid staff. Individual contracts and statutory rights take precedence where they provide greater or more specific rights.

2. Employment status and written particulars

- Employment status will reflect the reality of the working arrangement and not merely the label used by the School.
- Employees and workers will receive the written particulars required by law from the start of employment, with additional required particulars provided within the statutory timescale.
- Contracts or written statements will set out, as applicable, role, pay, hours/days, place of work, holiday, sickness, notice, probation, training, pension and disciplinary/grievance information.

3. Recruitment and selection

- Recruitment will be fair, transparent and based on the requirements of the role, with due regard to the Equality Act 2010.
- Candidates will normally provide an application or CV, appropriate references, evidence of identity and right to work, and any qualifications essential to the role.
- Safeguarding suitability will be considered throughout recruitment, not solely through DBS checks. References should be verified and unexplained gaps or concerns followed up where relevant.
- DBS eligibility and the appropriate level of check will be assessed for each role. From 1 September 2026 the supervision exemption from regulated activity with children has been removed; a person who teaches, trains, instructs, cares for or supervises children frequently or overnight may therefore be in regulated activity even when supervised. Where a role is regulated activity, an Enhanced DBS check with Children's Barred List information will be obtained where legally eligible/required.
- A barred person must not be permitted to engage in regulated activity with children.

4. Safeguarding and professional conduct

- All staff must follow the Safeguarding and Child Protection Policy and Staff and Volunteers Code of Conduct and complete safeguarding induction/training appropriate to their role.
- Child-welfare concerns must be reported promptly in accordance with the Safeguarding and Child Protection Policy.
- Allegations or safeguarding concerns about adults must be handled under safeguarding procedures and must not be treated solely as an ordinary disciplinary matter.

5. Induction, training and probation

- New staff will receive induction covering safeguarding, health and safety, data protection, key School procedures, role expectations and reporting lines.
- Where a probationary period applies, its length, review arrangements and any extension will be stated or confirmed in writing.

- Required training will be refreshed where law, guidance, risk or role requirements change.

6. Working time, pay, holiday and absence

- Pay, normal working arrangements and any agreed additional hours are governed by the individual contract or written particulars and applicable law.
- The School will comply with applicable minimum wage, holiday, working-time, family-leave, sick-pay and pension obligations.
- Staff must report sickness or other absence as soon as reasonably practicable and follow the notification/evidence requirements communicated by the School.

7. Equality, dignity and reasonable adjustments

The School will not unlawfully discriminate, harass or victimise staff or applicants. Reasonable adjustments will be considered for disabled applicants and staff where required. Concerns about bullying, harassment or discrimination may be raised through the grievance procedure or another appropriate route.

8. Standards of conduct

- Staff must act professionally, maintain appropriate boundaries, protect confidential information, follow lawful and reasonable instructions and comply with School policies.
- Potential conflicts of interest must be declared. School property, systems, accounts and intellectual property must be used appropriately.
- Serious misconduct may include violence, theft/fraud, serious safeguarding breaches, serious harassment/discrimination, deliberate misuse of confidential data or other conduct fundamentally inconsistent with continued employment. The facts and circumstances must always be considered.

9. Disciplinary procedure

- Where appropriate, minor concerns may first be addressed informally.
- Before formal disciplinary action, the School will establish the facts through a reasonable investigation. Where a formal hearing is required, the employee will be told in writing of the allegations and possible consequences and given reasonable time to prepare.
- At a formal disciplinary hearing, the employee has the statutory right to be accompanied by an eligible companion.
- Possible outcomes may include no action, a first written warning, a final written warning or dismissal/other appropriate action. The outcome and reasons will be confirmed in writing.
- An employee may appeal a formal disciplinary outcome. Wherever practicable, the appeal will be heard impartially by a trustee/person not previously involved.
- Suspension, where exceptionally necessary, is a neutral act and will be kept as brief as reasonably practicable.

10. Grievance procedure

- Where appropriate, an employee may first raise a concern informally.
- A formal grievance should be submitted in writing, normally to the Headteacher; where the grievance concerns the Headteacher it should be sent to the Chair of Trustees.
- A formal grievance meeting will be arranged without unreasonable delay. The employee has the statutory right to be accompanied by an eligible companion.
- The outcome will be confirmed in writing and the employee may appeal. The appeal should, where practicable, be considered by someone not previously involved.

11. Ending employment

- Notice periods and termination arrangements are governed by the contract and statutory minimum requirements.
- Summary dismissal without notice may be considered only where gross misconduct is established following a fair process, subject to the circumstances and applicable law.
- On leaving, staff must return School property, records, keys, equipment and access credentials and comply with continuing confidentiality and data-protection obligations.

12. Employment records and privacy

Employment records will be kept securely, accessed only where necessary and retained in accordance with the School's Data Protection Policy and retention arrangements. DBS certificate information will be handled in accordance with applicable DBS and data-protection requirements.

13. Related documents

- Safeguarding and Child Protection Policy
- Staff and Volunteers Code of Conduct
- Health and Safety Policy
- Data Protection Policy and Privacy Notice
- Intellectual Property Policy

14. Review

These procedures will be reviewed at least annually and when material employment or safeguarding requirements change.

15. Official references

- GOV.UK – Written statement of employment particulars: https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars

- DBS/DfE – Regulated activity with children from 1 September 2026: https://www.gov.uk/government/news/change-to-the-definition-of-regulated-activity-with-children-from-1-september-2026
- Acas – Discipline and grievances at work: https://www.acas.org.uk/discipline-and-grievances-at-work

1. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page