

Selwyn College Cambridge

Staff Handbook

March 2021

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Introduction

Purpose: This Staff Handbook sets out Selwyn College's rules, policies and procedures affecting members of non-academic staff and also provides information about some of your statutory entitlements. You should make yourself familiar with the contents. You should act in conformity with the Staff Handbook in carrying out your responsibilities.

Overall responsibility: The College Council approves all the College's policies, including those in this Staff Handbook. The Bursar has overall accountability for the effective operation of the Staff Handbook and for ensuring compliance with employment law. The HR Manager has day to day responsibility for operating the Staff Handbook and ensuring its maintenance and review.

Changes: From time to time the College may need to make changes to the Staff Handbook. This may be in response to periodic review or legislative change, which will be recommended to the College Council for approval following review by the HR Committee. You will be notified of any changes. Where the policy or procedure reflects your statutory entitlements (such as the Maternity Leave Policy), the College will comply with the statutory entitlements in force at the relevant time, even if the relevant policy hasn't yet been updated in the Handbook.

Status: Unless otherwise indicated, the contents of this Staff Handbook do not form part of your contract of employment. However, the effect of your contract of employment is that you are under a contractual obligation to provide information as and when requested to do so in the policies and procedures contained within this Staff Handbook. In some cases, the provision of information may be a statutory requirement as well. A failure to provide certain information may result in the College being unable to meet its employment or legal obligations and may be treated as a disciplinary matter. The College will process your personal information in accordance with its Data Protection Statement for Senior Members and Staff, which can be found on the College [website](#).

Training: Staff will be provided with induction training and ongoing professional development training as appropriate and in accordance with individual development needs. Some of the College's training courses are mandatory.

Queries: If you have any queries about your contract of employment or this Staff Handbook, please contact the HR Manager.

Review: This Staff Handbook reflects the law and the College's practice as at March 2021. The Staff Handbook is regularly reviewed by the Bursar and HR Manager in consultation with the HR Committee. Recommendations for any amendments are submitted for approval to the College Council.

The Management of Selwyn College

1 The Fellowship

The College is a charity (registered number 1137517). The trustees of the charity are the **Governing Body**, which is made up of approximately 65 senior academic members of the College, known as the **Fellowship** (as well as four junior members). Certain Fellows are **College Officers**, who are charged with the day-to-day management of the College.

The Master is elected by the Fellowship and presides over the collegiate community. He lives in the Master's Lodge. **The Vice-Master** is his Deputy.

The Bursar is responsible for the College's finances, investments, estates, operation and compliance. In the compliance role, the Bursar is the College's Data Protection Lead and Freedom of Information Officer.

The Senior Tutor has overall responsibility for the academic life of the College. Working with the Senior Tutor are **the Admissions Tutors**, who are responsible for undergraduate admissions, the **Tutors for Graduate Students**, who are responsible for graduate admissions, a number of Tutors and Directors of Studies, and **the Dean**, who is responsible for student discipline.

The **Chaplain** is available for support, confidential advice and other welfare issues (see [Employee Wellbeing Policy](#)). The Chaplain is also the Dean of Chapel. The Chaplain is assisted by a part-time Chapel Administrator.

The **Development Director** works in the Development & Alumni Relations Office, which looks after the relationship between the College and its alumni (former members) through a range of events, publications and communications. The Development Director is particularly responsible for fundraising.

The names of the members of the fellowship can be found on the College [Intranet](#).

For information on the finance and governance of the College, please follow the College [website](#).

2 Heads of Departments

The **Finance Manager** is responsible for day-to-day financial matters, e.g. the College accounts, payment of wages, salaries and pension contributions.

The **Operations Manager** is responsible for the management and integration of the College's domestic functions. The domestic functions include the Porters' Lodge (for the front of house and hospitality activities), Housekeeping, Maintenance, Gardens, Conference and Events, and Catering departments.

The **Head Porter** is responsible for security within the College and is also the College's Fire Officer. The Porters' Lodge acts as the communications hub of the College, housing the switchboard and the post room.

The **Domus Manager** is responsible for the College housekeeping; cleaning College accommodation and offices and also external pathways and car parks, as well as the repair and renewal of soft furnishings and furniture.

The **Head of Buildings and Maintenance** is responsible for maintaining, repairing and decorating the fabric of the College, as well as the long-term buildings strategy and plan.

The **Head Gardener** is responsible for the maintenance of the College Gardens.

The **Head of Catering** manages the catering business of the College, providing meals in the cafeteria, and in Hall for College entertainment.

The **Conference and Events Manager** is responsible for leading the College's conference and events activities for Fellows, students, guests, staff and visitors, including during student vacations.

The **IT Manager** runs the IT systems for both students, staff and fellows of the College.

The **College Librarian** is responsible for the management of the College's undergraduate Library, Special Collections and Archives.

The **Tutorial Office Manager & Senior Tutor's Assistant** oversees the work of the Tutorial Office, looking after students' admission and their academic and pastoral wellbeing whilst they are with the College.

The **Master's and Bursar's Assistant** is the Personal Assistant to the Master and the Bursar, is responsible for the administration of the Research Fellowship Schemes, and provides administrative support to the Secretary of the College Council and Governing Body.

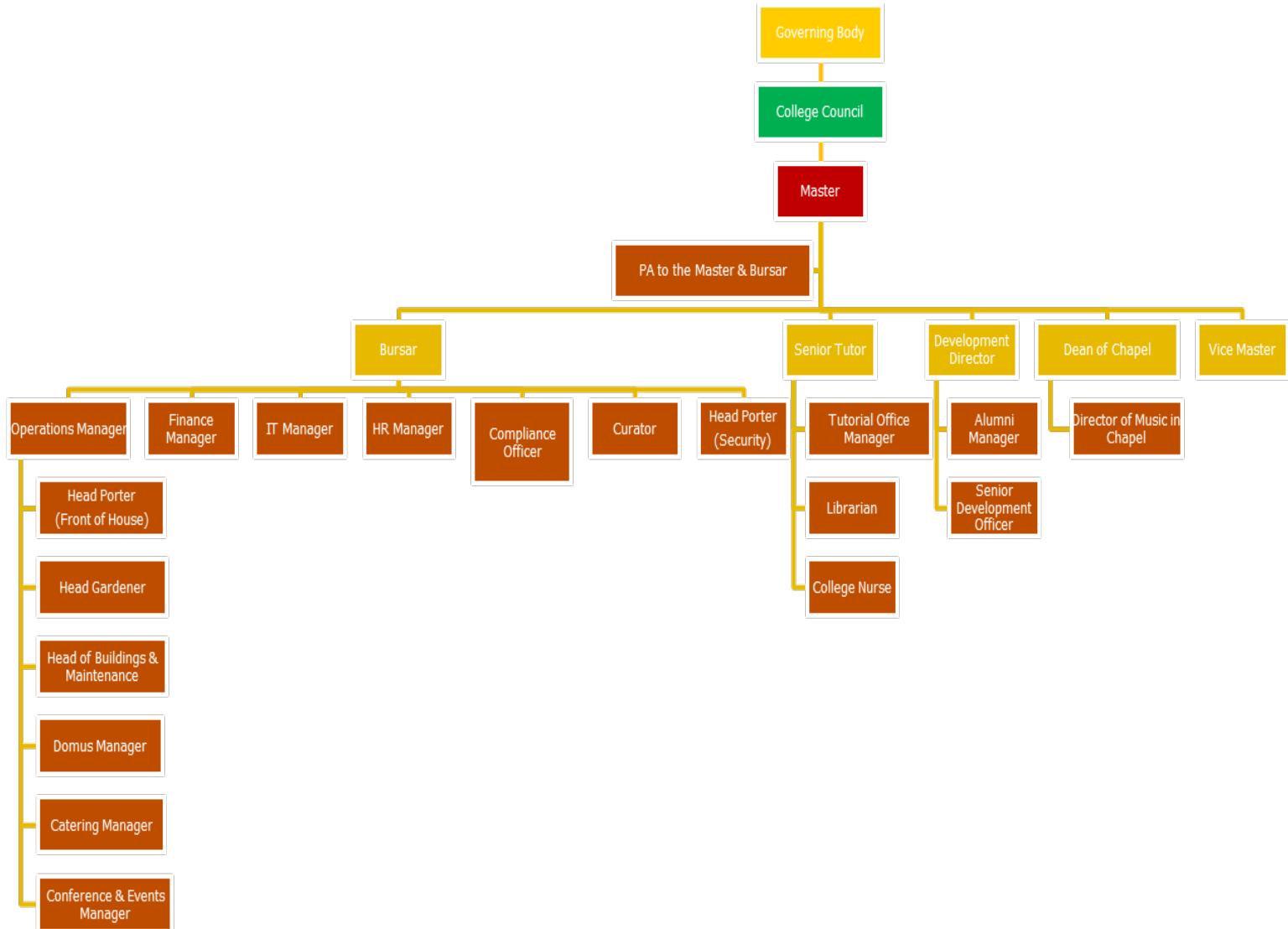
The **Compliance Officer** is responsible for ensuring the College's practices and procedures comply with current legislation, including data protection and managing the risk register. They are also responsible for promoting a positive Health and Safety culture across the College.

The **College Nurse & Welfare Officer** is responsible for the wellbeing and health of the students, staff, and senior members of the College.

The **HR Manager** is responsible for all aspects of people management to support the College's overall strategic aims, providing advice and support for the College and its staff on all employee issues.

The names of the members of staff who hold these posts can be found on the College [Intranet](#).

3 Management Structure



Equal Opportunity and Diversity Policy

1 Our Commitment

Selwyn College considers all forms of discrimination to be unacceptable. Being a committed equal opportunities employer, the College will take every possible step to ensure that all employees are treated equally and fairly. All policies and practices will conform with the principle of equal opportunities in terms of recruitment, selection, training, promotion, career development, discipline, redundancy and dismissal. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Selwyn College is committed to opposing discrimination on the basis of age, sex, marriage and civil partnership, gender reassignment, race, disability, sexual orientation, religion or belief, pregnancy and maternity (defined as **Protected Characteristics** in the Equality Act 2010) and part-time or fixed-term employment.

Diversity

Diversity involves recognising, valuing and taking account of people's different backgrounds, knowledge, skills and experiences and encouraging and using those differences to create an effective workforce. In addition to legal, moral and social benefits in recognising diversity, the College aims to maintain a working environment where all employees are valued and respected.

Selwyn College is home to students of all backgrounds from the UK and across the world. We are proud of our diversity, and we welcome everyone whatever their protected characteristics.

2 To whom does this policy apply?

Application: This policy applies to the College's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants who are not our employees, but who work or attend at the College (collectively employees). The policy also applies to Fellows of the College.

Employees' duties: All employees have a duty to act in accordance with this policy, to treat colleagues with dignity at all times, and not to discriminate against, harass or victimise other members of staff, whether junior or senior to them. In some situations, the College may be at risk of being held responsible for the acts of individual members of staff and will not tolerate any discriminatory practices or behaviour.

3 Personnel Responsible

Management: Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they

manage adhere to the policy and promote the aims and objectives of the College with regard to equal opportunities.

Staff: All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives.

Questions about this policy: If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the HR Manager.

4 Forms of Discrimination

Types: Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination: Direct discrimination occurs where:

- Someone is treated less favourably because of one or more Protected Characteristics. For example, rejecting an applicant because they would not "fit in" because of their race or sexual orientation would be direct discrimination.
- Someone is less favourably treated because of their association with someone who has a Protected Characteristic. For example, an employee may be treated less favourably because they have a disabled child.
- Someone is treated less favourably because they are perceived to have a Protected Characteristic. For example, an employee may be treated less favourably because they are believed to be (but may not actually be) homosexual.

Indirect discrimination: Indirect discrimination occurs where an individual is subject to a provision, criterion or practice, applied to a group of people, which puts them at a particular disadvantage because of a Protected Characteristic, and it cannot be objectively justified. An example might be a minimum height requirement for a job. This is likely to eliminate proportionately more women than men. If this criterion cannot be objectively justified, because it is not a proportionate means of achieving a legitimate aim, then it will be indirectly discriminatory on the ground of sex.

Victimisation and harassment: Discrimination also includes victimisation (suffering a detriment because of action the employee has taken or may take to assert legal rights against discrimination or to assist a colleague in that regard (called a **Protected Act**) and harassment (see the College's [Dignity at Work Policy](#) for a more detailed explanation of "harassment").

Less Favourable treatment: If an employee is treated less favourably for reasons other than a Protected Characteristic, this will not be considered discriminatory under the Equality Act, because the less favourable treatment is not because of any of the Protected

Characteristics. However, the employee is still encouraged to raise the matter through the College's [Grievance Procedure](#).

5 Recruitment and Selection

The College aims to ensure that no job applicant receives less favourable treatment because of a Protected Characteristic. Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities and that sufficiently diverse sectors of the community are reached. Job selection criteria are reviewed from time to time to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. See the [Recruitment and Selection Policy](#) for more details.

6 Staff Training, Promotion and Conditions of Service

Mandatory training: It is important that all members of staff treat each other with respect and dignity while they are at work, and that they are aware of acceptable and unacceptable workplace behaviour. To this end, the College provides Equal Opportunity and Unconscious Bias training, which is mandatory for all members of staff.

Training and promotion: Staff training needs shall be identified through regular staff appraisals. All staff will be given an equal opportunity and access to training to enable them to progress within the College. All promotion decisions shall be made on the basis of merit.

Terms and conditions: Our conditions of service, benefits and facilities will be reviewed from time to time to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

7 Disability Discrimination

Informing the College: If you are disabled, or become disabled in the course of your employment, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible and to ensure that you are not treated less favourably because of something related to your disability.

Reasonable adjustments: You may also wish to advise your Head of Department of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. This may involve the provision of an additional piece of equipment or assistance in helping you to perform your work. Your Head of Department may wish to consult with you and/or refer you to Occupational Health about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

Physical features: The College will monitor the physical features of its premises to consider whether it can make any changes to help remove disadvantages which these may create for disabled users. Where possible and proportionate, the College will take steps to improve access for disabled users of the premises.

8 Breaches of the Policy

Complaints: If you believe that you may have been disadvantaged for any reason or because of a Protected Characteristic, you are encouraged to raise the matter through the College's [Grievance Procedure](#). If you believe that you may have been harassed because of a Protected Characteristic, you are encouraged to raise the matter through the College's [Dignity at Work policy](#). Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure.

False allegations: These procedures apply both while you are employed and after you leave. Employees who make such allegations in good faith will not be treated less favourably as a result. False allegations or a breach in this policy which are found to have been made in bad faith will, however, be dealt with under the [Disciplinary Procedure](#).

Disciplinary action: If, after investigation, you are proven to have acted in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The College will always take a strict approach to breaches of this policy.

Recruitment and Selection Policy

1 Introduction

Selwyn College is committed to providing a supportive and flexible working environment to all its members of staff.

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

The aims of the College's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- to ensure that the College meets its commitment to appropriate right to work checks by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2 Data Protection

The College is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the College to enable the College to carry out the checks that are applicable to their role. For certain roles, the College will also be required to provide certain information to third parties, such as the Disclosure and Barring Service. Failure to provide requested information may result in the College not being able to meet its employment, safeguarding or legal obligations. The College will process personal information in accordance with its [Data Protection Statement – Applicants and Data Protection Statement – Senior Members and Staff](#).

3 Recruitment and Selection Procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory

explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions and person specifications can be printed and forwarded to applicants on request.

The applicant may then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- verification of qualifications, whether professional or otherwise, which the College takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not;
- verification of the applicant's employment history;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory;
- where the position amounts to "regulated activity" (see 4.3 below) the receipt of an enhanced disclosure from the DBS, or a Basic DBS for required roles, which the College considers to be satisfactory;
- verification of the applicant's medical fitness for the role (see section 4.4 below); and
- verification of the applicant's right to work in the UK.

The College is required to carry out an enhanced DBS check for all staff who will be engaging in regulated activity. The College will also carry out a Basic DBS check on a person who would have unsupervised access to students and student rooms i.e. roles such as Porters.

Whether a position amounts to "regulated activity" must therefore be considered by the College in order to decide which checks are appropriate.

4 Pre-employment Checks

The College carries out a number of pre-employment checks in respect of all prospective employees.

In addition to the checks set out below, the College reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the College. This may include internet and social media searches.

In fulfilling its obligations the College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, gender reassignment, sex or sexual orientation, maternity, marital or civil partner status, disability or age.

4.1 Verification of identity, address and qualifications

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, and original documents confirming any educational and professional qualifications referred to in their application form (where relevant). Where a DBS check is required, further documentation (i.e. a proof of address) would also be required as detailed in the list of valid identity documents at [Appendix 1](#) (these requirements comply with DBS identity checking guidelines).

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

4.2 References

References will be taken up on an applicant upon offer of employment. For some roles, this may be requested prior to interview. No questions will be asked about health or medical fitness prior to any offer of employment being made. All references taken up will be treated in confidence.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the College. One of the references must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.

If the referee is a current or previous employer, they will also be asked to confirm the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness and disciplinary record. Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.

The College will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

The College may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

All internal candidates who apply for a new role at the College will have their application assessed in accordance with this procedure. References will be taken up on all internal candidates as part of the application process as well but can be provided by colleagues as the College will be the most recent employer.

4.3 Regulated activity

The College applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the College which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the College will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

It is for the College to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. Not many posts at the College amount to regulated activity.

4.4 Disclosure and Barring Service (DBS) Checks

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the College. It is a condition of employment with the College that the original disclosure certificate is provided to the College within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the College should be arranged with the HR team as soon as it has been received. Applicants, who are

unable to attend at the College prior to the first day of work to provide the certificate, must provide this on the first working day.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the College.

4.5 Medical fitness

The College is legally required to verify the medical fitness of anyone to be appointed to a post at the College, after an offer of employment has been made but before the appointment can be confirmed.

It is the College's practice that all applicants to whom an offer of employment is made must complete a Work Health Declaration. If necessary, the College will arrange for the information contained in the Work Health Declaration to be referred to the Occupational Health team. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role. If the Occupational Health team have any doubts about an applicant's fitness, the College will consider reasonable adjustments in consultation with the applicant. The College may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

5 Queries

If an applicant has any queries on how to complete the application form or any other matter, they should contact the [HR team](#).

Training and Development Policy

1 Introduction

The College recognises the value and importance of providing opportunities to all employees to develop their job-related knowledge and skills, and expects that training and development will increase individual effectiveness and enable employees to make a greater contribution to the success of the College.

This policy is not contractual, but indicates the way in which the College wishes to manage its training and development activities.

2 Aims

Selwyn College aims to equip all employees with the necessary knowledge and skills to be able to carry out their duties safely and without risk to themselves or others, to do their jobs successfully and with confidence, and to support all employees to reach their full potential. The College recognises that well-managed development and training can help employees to identify and develop their potential; respond positively to change, uncertainty and conflict; increase their job satisfaction; improve their self-confidence, motivation and initiative and also extend their range of responsibility.

All training and development undertaken is focused on achieving the College's objectives and will normally seek to achieve improvement in one or more of the following areas: team working; customer service; productivity; management competence, adherence to legal requirements or safer working practices.

Selwyn College aims to provide:

- Planned, consistent induction training for all new starters, to help ensure that they understand their role as it relates to the College and their individual responsibilities in the workplace;
- Support, development and training for those at or near the beginning of their careers, to enable them to gain appropriate technical or professional qualifications and/or experience that will assist their subsequent career development;
- Appropriate career development opportunities and training which will help maintain and enhance standards of performance over a period of time;
- Regular performance reviews, with a focus on future and personal development plans;
- Support for development and training for any employees faced now, or in the foreseeable future, with new roles, organisation or environment, to help them to deal competently with their work; and

- Support for continuing professional development.

3 Equal Opportunities

The College is committed to the development of positive policies to promote equal opportunities in employment regardless of any protected characteristic (race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment) and this principle applies equally to training and development activities. For more information, see the [Equal Opportunity and Diversity Policy](#).

4 Identification of Development Needs

When staff are appointed to a new role, an assessment of their skills in relation to the duties that they are to perform will lead naturally to the identification of any training and development needs. Staff training and development needs will also be identified by monitoring, feedback and during performance appraisal discussions.

It is College policy that all employees will have an annual performance appraisal with their Head of Department (or Line Manager, where appropriate), when their training and development needs will be assessed and appropriate ways of meeting these needs and a suitable timescale, will be agreed. Full details of the College's appraisal scheme is available from the [HR team](#).

5 Responsibilities

5.1 HR Manager's responsibilities

It is the responsibility of the HR Manager to:

- oversee implementation of the College's training and development policy;
- identify statutory training requirements and liaise with Heads of Departments to ensure these are met; and
- provide advice, assistance and guidance to Heads of Departments in meeting their obligations listed below.

5.2 Heads of Departments' responsibilities

Heads of Departments will be responsible for:

- identifying statutory training and ensuring their staff attend all statutory training provided;

- ensuring that new employees reporting to them (including other relevant individuals such as casual staff, agency temps and work experience students) are provided with suitable and sufficient induction training;
- identifying areas of their own work and work done by staff for whom they are responsible, which could be assisted by training and development activities. For certain posts, a risk assessment should be completed to determine whether any training is necessary in order to carry out the job;
- prioritising non-statutory training requirements within their teams;
- ensuring their staff receive feedback on their performance, and that probation reviews and annual appraisals are completed on time, with clear objectives set, and any training needs clearly identified;
- establishing a training and development plan which supports College and departmental objectives, and regularly reviewing this to ensure that planned training is being delivered on time and that it meets the stated objectives;
- ensuring that staff who attend training know the reasons for the training, its objectives, the expected outcomes and standard of performance required of them; then ensuring that their performance is measured against this and the training is properly evaluated;
- ensuring that staff who are undertaking professional qualifications are given the appropriate support and encouragement, and that regular monitoring is done to ensure they are proceeding well with their studies; and
- supporting the HR Manager in the implementation of this policy.

5.3 Individual responsibilities

The College expects employees to take shared responsibility for their own individual effectiveness, and their personal and career development. All staff are required to participate in appraisals, and to make all reasonable efforts to attend the training and development opportunities, which may be agreed, from time to time. Should an employee fail to attend a course without good reason, the College retains the right to treat it as a disciplinary matter.

6 Promotion and Succession Planning

The HR Manager will work with Heads of Departments to ensure that all staff receive suitable training and development to enable them to take up more senior appointments or additional responsibilities.

As vacancies arise, Selwyn is always willing to consider internal promotion and appointments. The College believes this rewards good performers and offers an excellent opportunity for staff development. Details of all vacancies will be advertised on the College website.

7 Induction Training

The College recognises the need to ensure that all new staff receive planned and thorough induction to enable them to settle quickly into the College and become operational in as short a timescale as possible.

It is the responsibility of the Head of Department and the HR Manager to ensure that new employees are provided with proper induction training, ongoing monitoring and coaching during their probationary period. And that the end of probation performance review is undertaken before the end of the probationary period to enable a timely decision to be made regarding confirmation in post.

All new employees, and also other relevant individuals on our premises such as agency temps, work experience students and contractors, will be informed of our procedures for fire safety, first aid and any workplace hazards.

8 On-the-job Training

Often the most relevant form of training is on-the-job training. This should be arranged in the same way that any other learning method would be, to ensure a systematic consideration of the skills required, proper delivery and evaluation, and also full equality of opportunity for training and development for all staff.

Where an employee's job involves the operation of tools or machinery, specific on-the-job training will be organised by the Head of Department. If new machinery or equipment is purchased, further training may be necessary, and should be arranged before work on the new machinery commences.

9 Health and Safety (H&S) Training

It is a requirement of the Health and Safety at Work Act 1974 that the College provides adequate training to its staff to enable them to carry out their duties without jeopardising either their health and safety, or that of their work colleagues, students and visitors. Training is also required by other more specific legislation which relates to the use of machinery, lifting and handling activities, hazardous substances, and the wearing of personal protective equipment.

The H&S and Compliance Officer will liaise with Heads of Department to ensure that appropriate health and safety training is provided. Heads of Department should ensure

that statutory requirements applying to their teams are met and that health and safety training is monitored and evaluated.

For non-statutory training, a risk assessment will be used to determine whether any training is necessary in order to carry out the job safely. The specific needs of the individual will also be considered.

All visitors, contractors, agency temps and work experience students will receive appropriate health and safety instruction, such as fire safety, first aid, specific workplace hazards, etc. to ensure their safety and the safety of others.

10 Management Training

The College recognises the importance of good people management and will seek to ensure that all those with supervisory or management responsibilities receive appropriate management training. These will include, but will not be limited to, effective recruitment and selection, handling grievance and disciplinary issues, bullying and harassment and dealing with performance and absence. In addition, personal skills training in time management, delegation, coaching and mentoring may be delivered where appropriate.

11 IT training

The College recognises that changes in technology are continuous, and will ensure that training on new or upgraded software packages will be organised as necessary. Heads of Departments are responsible for ensuring that staff who use computers or software packages receive adequate training and are fully aware of the College's [IT Acceptable Use](#) and [Data Protection](#) policies.

12 Equal Opportunities and Unconscious Bias Training

It is important that all members of staff treat each other with respect and dignity while they are at work, and that they are aware of acceptable and unacceptable workplace behaviour. To this end, the College will provide Equal Opportunity and Unconscious Bias training, which is mandatory for all members of staff.

13 Development Plans

Central to the implementation of this policy is adequately identifying departmental and individual training needs, and specify how and when these are to be met.

A range of development methods may be used to meet these needs, taking into account the different learning abilities and learning styles of staff. This may include formal

training courses, seminars, e-learning, presentations, conferences, secondment, training for professional qualifications, on-the-job training, coaching and mentoring, and project work.

Heads of Department will prepare development plans for their teams, based upon agreed development needs identified through the annual appraisals, or on-going assessment.

With cost saving always at the forefront, staff will seek at all times to provide the most cost-effective training solutions.

14 Training Budget

The College is committed to the development of all employees and will meet all costs associated with necessary and identified training to develop their skills and performance which will enable them to undertake the duties of their post. All training and development expenditure should be agreed (in advance) by the Head of Department with the Finance Manager at budget review meetings.

The training budget will be allocated firstly to allow statutory training to be undertaken, and other requirements will then be considered alongside other demands on the budget.

The HR Manager will be responsible for identifying any potential sources of external funding for training (e.g. government funding) and for investigating and applying for available grants, as appropriate.

15 Professional Development and Study Leave

The College will consider requests for study leave and financial support for professional development, although it may not be possible to agree all requests. Expenses incurred while attending agreed short term training courses, seminars etc. during normal working hours, should be incorporated into the annual training budget, and may include course fees, travel expenses, course materials such as books or essential equipment (which shall remain the property of Selwyn College) examination fees, and professional memberships.

Members of staff who are interested in pursuing longer-term training opportunities in excess of one week, may be required to complete a [Training Funding Request Form](#), which includes a repayment agreement clause should they leave within 2 years following completion of the training, or abandon the training without good reason.

Staff who have been accepted for a course of longer term study must attend regularly and schedule their annual leave to avoid being away for training days or examination dates. The College reserves the right to ask course organisers for periodic progress reports.

In the event of examination failure, Head of Departments should consider the individual's circumstances and seek the Bursar's permission before any additional course fees, or payments for re-sits are made.

16 Training Evaluation

Following each training activity, Heads of Department should review the benefits of training undertaken by individuals or staff teams. Evaluation can be through informal feedback and/or department meetings. Staff may be required to formally review external training courses to ensure that the College gets the best value from its investment in training.

17 Related Policies

This policy should be read in conjunction with the following policies which are also contained within this Staff Handbook:

[Equal Opportunity & Diversity](#), [Dignity at Work](#), [Health and Safety](#), [Recruitment and Selection](#).

18 Implementation, Monitoring and Review

The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis, and additionally following relevant changes in employment legislation or to College working practices.

Any queries or comments about this policy should be addressed to the HR Manager.

Dignity at Work Policy

1 Introduction

Purpose: The purpose of this policy is to ensure that all employees of the College are treated with dignity and respect and are free from harassment, intimidation or other forms of bullying at work.

2 Legal Framework and Personnel

The College's commitment: The College has a responsibility to ensure that you are not harassed, victimised, bullied or discriminated against in the course of your work on the grounds of your sex, sexual orientation, marital or civil partnership status, gender reassignment, race, religion or beliefs, pregnancy and maternity, disability or age. The College is also committed to ensuring a working environment free from harassment. In some situations, the College may also be responsible for the actions of its employees towards each other and towards third parties. In certain circumstances harassment can amount to unlawful discrimination. This policy serves to demonstrate our commitment to identifying and wherever possible eliminating such unlawful behaviour.

Line managers: Those with line management duties have a specific responsibility to operate within the boundaries of this policy and to facilitate its operation by ensuring that staff understand the standards of behaviour expected of them and by identifying and acting upon behaviour that falls below these standards.

Employee's responsibility: All employees are responsible for treating their colleagues with dignity and for the success of this policy and should ensure that they take the time to read and understand it. Employees should disclose any instances of harassment or bullying of which they become aware to their Head of Department. Questions about this policy should be directed to the HR Manager.

3 What are Harassment and Bullying?

Types of harassment: Harassment occurs when:

- A person engages in unwanted physical, verbal or non-verbal conduct which has the purpose or effect of, violating an employee's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for the employee. Such conduct is commonly related to sex, sexual orientation, marriage and civil partnership status, gender reassignment, race, religion or belief, pregnancy and maternity, disability or age (**Protected Characteristic**), to the employee's perceived Protected Characteristic or to the Protected Characteristic of someone associated with the employee.

- A person engages in sexual conduct which has the purpose or effect of violating an employee's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the employee.
- A person engages in conduct of a sexual nature or that relates to gender reassignment or sex which has the purpose or effect of violating an employee's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the employee and because of the employee's rejection of or submission to that person's conduct, the person treats the employee less favourably than they would have treated the employee if the employee had not rejected or submitted to the conduct.

Instances: Harassment generally arises where an employee has made it clear that they find certain behaviour towards them unwelcome and that behaviour has continued unchanged. Harassment can also arise as a result of a single incident provided it is sufficiently serious. It is important to remember that even though the conduct may only be unwanted or offensive to one individual it can still amount to harassment. Employees who believe they are being subjected to harassment should not hesitate to use the procedures set out below. All staff should consider whether their actions could be offensive to others.

Examples of harassment: Examples of harassment might include:

- unwanted physical contact, ranging from touching or brushing against another employee's body; to assault or coercing sexual relations;
- unwelcome sexual advances, propositions or pressure for sexual activity;
- continued suggestions for social activity within or outside the workplace after it has been made clear that such suggestions are unwelcome;
- offensive or intimidating comments by colleagues or third parties;
- suggestions that sexual favours may further an employee's career or that refusal of sexual favours may hinder it;
- the display of pictures, objects or written materials that may be considered pornographic or offensive to particular ethnic or religious groups;
- conduct by colleagues or third parties that denigrates or ridicules an employee because of their protected characteristic including abuse or insults about appearance or dress;
- insensitive jokes or pranks;

- shunning an employee, for example, by deliberately excluding him or her from conversation.

The list is not exhaustive and other behaviour may constitute harassment.

Definition of bullying: Bullying means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure a colleague. Bullying does not include legitimate and constructive criticism of your performance or behaviour, an occasionally raised voice, or an argument. Examples of bullying include ridiculing or demeaning others, particularly junior colleagues, overbearing supervision and unjustifiably excluding colleagues from meetings / communications.

Conduct outside the workplace: This policy covers harassment or bullying which occurs both in the workplace itself, cyber-bullying and in settings outside the workplace, such as events or social functions organised for or on behalf of the College and on or off College premises.

Harassment by third parties: This policy applies to acts of harassment which occur in the course of your employment even if carried out by individuals who are not employees of the College. You should not be subjected to harassment by third parties. You should immediately report any instances of harassment by third parties to the Bursar.

4 What to do if you have been bullied or harassed: Informal Procedure

Stage one: If you consider that you are being bullied or harassed, you should initially attempt to resolve the problem informally, explaining clearly to the person responsible that the behaviour in question is not welcome and that it offends you or makes you uncomfortable.

Stage two: If stage one is too difficult or embarrassing for you to do on your own, you should seek support from your Head of Department. Your Head of Department will provide confidential advice and assistance to employees who have been bullied or harassed and will assist in the resolution of any problems, whether through formal or informal means. If the person concerned is your Head of Department, you should ask the person at the next level of management to speak to him or her.

Stage three: If the conduct continues or if it is not appropriate to resolve it informally, you should keep a record of any relevant incidents and follow the formal procedure set out below.

Guidance: If you are in any doubt as to whether an incident or series of incidents which have occurred constitute bullying or harassment, then in the first instance you should approach HR Manager confidentially, on an informal basis. They will be able to advise you as to how the matter should be dealt with.

5 What to do if you have been bullied or harassed: Formal Procedure

Formal procedure: The informal procedure may not be appropriate due to the nature of the harassment or bullying or because you do not feel able to talk directly to the person creating the problem. In these cases, or where the informal procedure has been unsuccessful, you should raise your complaint in writing with your Head of Department or the Bursar, whose role is to achieve a solution wherever possible and to respect the confidentiality of all concerned. If the matter concerns your Head of Department or the Bursar, you should refer it to the Bursar (for Head of Department) or Vice Master (for Bursar).

Pursuing a complaint: As a general principle, the decision to progress a complaint rests with you. However, as your employer we have a duty to protect all employees and we may pursue a complaint independently if we consider it is appropriate to do so in all the circumstances.

Necessary details: If you wish to make a formal complaint, you should set out full details of the unwanted conduct in writing. These details should include the name of the harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) when the harassment or bullying occurred, the names of any witnesses and any action taken so far to attempt to stop the harassment or bullying.

6 Formal Procedure: Investigation

Conduct of investigation: Complaints will be managed in a timely and confidential manner via an independent investigation to establish the details of what happened. Your name and the name of the alleged harasser will not be divulged other than on a "need to know" basis, which may include to those individuals involved in the investigation, insurers or professional advisors. At the outset, either the Head of Department or the Bursar will investigate the complaint or will approach an individual with no prior involvement in the complaint to carry out an investigation. The investigation will be thorough, impartial and objective, and will be carried out with sensitivity and with due respect for the rights of all parties concerned.

Arrangements during the investigation: Consideration will be given to whether the alleged harasser or bully should be redeployed temporarily, suspended on full pay or whether reporting lines should be altered pending the outcome of the investigation.

Meeting: As part of the investigation, the person investigating the complaint will meet with you to hear your account of the events leading to your complaint. You may be accompanied by a colleague or a trade union official of your choice. The person investigating will also meet with the alleged harasser or bully who may also be accompanied by a colleague or trade union official of their choice. It may also be necessary to interview witnesses to any of the incidents mentioned in your complaint.

Where it is necessary to interview witnesses, the importance of confidentiality will be emphasised to them.

Conclusion: At the conclusion of the investigation, the person investigating will prepare a report. You and the alleged harasser will be provided with a copy of the report together with any findings. You will be informed of your rights of appeal.

Disciplinary sanctions: If it is found that harassment or bullying has occurred, prompt action will be taken to stop the harassment or bullying immediately and prevent its recurrence. The findings will be dealt with under the College's [Disciplinary Procedure](#). Consideration will be given to whether the harasser or bully should be dismissed and, if not, whether he or she should remain in his or her current post or be transferred. Even where a complaint is not upheld, (for example, where evidence is inconclusive), consideration will be given to how the ongoing working relationship between you and the alleged harasser or bully should be managed. This may involve, for example, arranging some form of mediation or counselling or a change in the duties or reporting lines of either party.

7 **Formal Procedure: Appeal**

Appeal procedure: If you are not satisfied with the outcome of the investigation, you have the right to appeal the decision within five working days of being notified of the outcome. If you need more time to appeal, you should notify the Bursar (if meeting was with Head of Department) or Master (if meeting was with Bursar) within the five day period. You should submit your full written grounds of appeal to the Bursar or the Master. Arrangements will then be made for your appeal to be heard by a panel of one or more at an appeal meeting. You may be accompanied by a colleague or a trade union official of your choice. You will be notified of the outcome of the appeal within seven working days of this meeting. This is the final stage of the formal procedure.

Note: If it is not possible to provide the outcome of the appeal within the seven working day period, you will be notified within the stipulated time, with reasons why and given a new timescale.

8 **General**

Protection from victimisation: Employees who, in good faith, make complaints under this policy will be protected from intimidation or victimisation in connection with their involvement. If you believe you have been subjected to any such intimidation or victimisation, you may raise a complaint in writing under this procedure or the [Grievance Procedure](#). Employees who, after investigation, are found to have given information falsely and in bad faith will however be subject to action under the [Disciplinary Procedure](#).

Confidentiality: Confidentiality is very important throughout all parts of this procedure. It is the responsibility of everyone involved in the procedure to respect the high level of confidentiality that is required. Breach of confidentiality may give rise to disciplinary action under our [Disciplinary Procedure](#).

9 Procedure Following Termination of Employment

Procedure: If a complaint is raised by you following termination of your employment, if appropriate the College may follow all or part of this procedure at its discretion.

10 Breach

Breach: Breach of this policy will be dealt with under the College's [Disciplinary Procedure](#) and, in serious cases, may be treated as gross misconduct which could lead to summary dismissal.

Personal Relationship at Work Policy

1 Policy Statement

Selwyn College seeks to conduct its business with the highest standards of integrity and professionalism. Whilst we recognise that personal relationships may exist or develop within our working environment, we seek to ensure that, where such a relationship exists, the behaviour of all involved remains appropriate, and does not adversely affect College business. This policy applies to all present permanent members of staff and is intended to protect the interests of all parties, provide guidance in areas where personal and working relationships overlap. Close personal relationships are of concern only where there may be an abuse of the employee's position of trust, a breach of College required standards of propriety, a compromise of professional standards, a conflict of interests, a potential breach of confidentiality or abuse of authority, or where there is a risk that such an abuse or breach may be perceived.

This policy should be read and applied in conjunction with our policies on Equal Opportunity and Dignity at Work. It is not contractual, but indicates the way the College wishes to address the issue of personal relationships in the workplace.

2 Aims of this Policy

This policy aims to:

- assist Heads of Departments in dealing promptly and effectively with issues involving close personal relationships at work;
- inform employees of the standards we expect, and of the likely consequences of any failure to meet these;
- deal with issues involving close personal relationships at work in a fair and consistent way, maintaining confidentiality where possible.

3 Breach of this Policy

Any employee who feels they have been treated in a way which is contrary to this policy should raise this either formally through the [Grievance Procedure](#), or informally with the HR Manger. Any breaches of this policy by employees will be fully investigated and may lead to disciplinary action.

4 Definition of a Close Personal Relationship

Close personal relationships include, but are not limited to, immediate family relationships, sexual relationships, very close friendships and close business, commercial and financial relationships, and also extends to the immediate family of those with whom someone has a close personal relationship.

5 Conflicts of Interest

Employees must avoid any actions which may lead to a potential or actual conflict of interest or breach of confidentiality. Selwyn College does not seek to discourage personal relationships, but requests that such relationships are declared immediately the relationship may have an impact on College business, or that a conflict of interest or breach of confidentiality may arise.

Examples of such relationships include: those between an employee in a position of authority and another employee (e.g. a Head of Department and a direct line report), between a recruiting College Officer or Head of Department and a job applicant, or between an employee and anyone who is either a supplier (or potential supplier) of goods and/or services to the College, or a student or alumnus of the College.

6 Declaration of Relationship

Any employee who has a close personal relationship as described above should declare the relationship to their Head of Department, the HR Manager or the Bursar as appropriate. A declaration will, where possible, be treated in confidence. Employees who are unsure as to whether a relationship should be declared may seek advice (in confidence) from the HR Manager. Whilst not a bar to employment, job applicants will be asked to declare any personal or family relationship with any existing member of staff on their application form.

7 Recruitment and Selection

If any employee involved in any recruitment activity has a close personal relationship with a candidate, they should declare this to the HR Manager as soon as they are aware of the candidate's application. In such situations, it would normally be appropriate for the member of staff to have no further involvement in the selection process, to ensure that any recruitment decisions are made on an objective and fair basis. When making the recruitment/selection decision, fair consideration will be given to the impact the relationship may cause within the working environment, any resulting risks or conflicts of interests, and any steps which could be taken to resolve these factors. It is acknowledged that employees sometimes recommend suitable candidates for existing vacancies.

All applicants must follow the College's recruitment process and submit an application form, which should be considered on the basis of the set criteria, along with all other

candidates. It is emphasised that the best candidate for the role should be selected, in line with our [Equal Opportunity and Diversity Policy](#).

8 Management and Supervision Issues

Minute 2011.24 of the College Council prohibits those in a close personal relationship from having reporting relationships with each other and from 29 November 2011, from working in the same department. Where an employee develops and declares a close personal relationship with a colleague at the same level within the College, the Head of Department will meet with the employees individually to consider whether the relationship breaches College policy, the impact the relationship may cause within the working environment and any resulting risks or conflicts of interest (such as potential breaches of confidentiality) which may be caused by the relationship.

If the two employees work within the same department, the Head of Department will need to consider whether the relationship breaches College policy, the impact (or perceived impact) the relationship will have on other colleagues in the department, and the steps that need to be put in place to address any resulting issues.

Where a close personal relationship exists between a Head of Department or supervisor and an employee reporting directly to him/her, consultation should take place with the Bursar, as this involves a breach of policy. Where practical, an alternative line manager should be identified or consideration given to transferring one of the employees to a suitable alternative role. Where no suitable alternative report or role exists, additional measures may need to be put in place following consultation with those affected. Responsibility for certain procedures such as performance reviews, grievance or disciplinary issues may need to be reallocated.

Normally, the Head of Department or supervisor should not be involved in the promotion, performance review or any other management activity which could advantage or disadvantage the other party, or leave them open to allegations of favouritism or bias. Additionally, staff in a close personal relationship should not work together in any circumstance whereby a conflict of interest, breach of confidentiality or unfair advantage may be perceived to be gained from the overlap of the personal and professional relationship. In such circumstances, it may be necessary to inform other members of staff about the relationship in order to explain a change of management arrangements. This will be discussed with the individuals concerned before it is disclosed.

In all such cases, and in line with standard accounting practice, Heads of Departments or supervisors should not in any circumstances be responsible for any financial process which could benefit the other party, including authorising timesheets, overtime or expense claims.

It should be emphasised that meetings with employees who declare a relationship will focus on determining whether there is a potential or actual conflict of interest and if so, to determine what, if any, steps may need to be taken. Selwyn College respects an individual's right to privacy in such situations and will not seek to discuss details of the relationship itself. Brief written notes of the meetings will be made and a copy given to each employee as a record of any agreed actions. These notes will be held securely on the employee's personal file. Should two Heads of Departments develop and declare a close personal relationship they should speak in confidence to the Bursar.

9 Behaviour Whilst at Work

All employees are expected to conduct themselves in a professional manner and to deal sensitively with any confidential information which they may have access to. A close personal relationship may begin to have an adverse effect on their own and/or their colleagues' work. Examples of this would include spending work time discussing personal matters, communicating confidential information which the other would not normally have access to, causing difficulty or embarrassment to colleagues by arguing in the workplace, public displays of affection, or not communicating with each other as the result of a disagreement or the breakup of a relationship.

Should such types of behaviour start to occur, the individuals concerned would normally be invited to a meeting to discuss this, and informed of the impact their behaviour is having on their colleagues and/or performance of their work generally. If the behaviour continues, action under the College's Disciplinary or Capability procedure would result. This is not because of the existence of the relationship, but because of any negative impact it is having, for example, on other employees, the performance of their work, or on the College's reputation or integrity.

10 Harassment

Harassment includes behaviour that is offensive, frightening or in any way distressing. The College's [Dignity at Work policy](#) makes it clear that such behaviour is unacceptable. If an employee is coerced into relationship against their will, it will be treated as harassment. Harassment can similarly occur when employees are subjected to offensive, threatening or otherwise unwanted behaviour as a result of ending, or seeking to end, a personal relationship with another employee.

11 Implementation, monitoring and review of this policy

The Bursar has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually), and additionally whenever there are relevant changes to our working practices or legislation. Any queries or comments about this policy should be addressed to the Bursar.

Business Gifts and Hospitality Policy

1 Introduction

For the purposes of this Policy, “member of the College” means any Fellow, student or member of staff acting on behalf of the College, and the term "business gifts" includes entertainment as well as gift items.

All members of the College are expected to conduct themselves with integrity, impartiality and honesty at all times and to maintain high standards of propriety and professionalism. They should avoid any suspicion of dishonesty, or any position of conflict between their official duty and private interest. They should be aware that gifts and hospitality offered by contractors, suppliers and others might place them in a vulnerable position, even when offered and accepted in innocence.

It is important to take particular care about any gift or hospitality from a person or organisation that has, or is hoping to have, a contract with the College. Gifts, no matter how small, may be construed as persuading the recipient to act in some way they may not otherwise do. Expressions of gratitude that make members of College in any way dependent on the giver are not acceptable in any circumstances.

2 Main Principles

The main principles behind this policy are:

- The conduct of an individual should not create suspicion of any conflict of interest between official duty and private interest.
- Individuals acting in an official capacity should not give the impression to any member of the public, to any organisation with whom they deal, or to their colleagues, that they have been, may have been, or may in the future be, influenced by a benefit to show favour or disfavour to any person or organisation.

It is a disciplinary offence for members of College to accept, or indicate that they may accept, any benefit as an inducement or reward that leads them, or may lead them, in an official capacity to take any action or not to take action; or to show favour or disfavour to anyone; or to fail to disclose that they have received such gifts and/or hospitality as required by this policy. Any disciplinary action will be in accordance with the College’s [Disciplinary Procedures](#). If the gift or hospitality in question is anything other than modest in value, the offence will be treated as gross misconduct.

3 Accepting Gifts

Individuals may accept modest gifts where refusal is likely to cause offence. For illustration purposes "*modest*" will apply to items up to a retail value of £50. Promotional or advertising items bearing the donor's logo and/or name, such as mouse pads, pens or diaries, may be accepted. More substantial or expensive offerings must be returned.

4 Accepting Hospitality

Members of College may be offered hospitality, including invitations to events organised by another body for promotional or influential purposes. Offers which exceed the norm of conventional hospitality should not be accepted, in particular:

- significant hospitality offered in substitution for fees or other work done;
- inducements that could lead to a contractual position between the College and a supplier;
- substantial offers of social functions, travel or accommodation;
- repeated offers of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source.

If it feels wrong, it probably is wrong. If members of College have any doubt about whether to accept hospitality offered they should refer the matter to the Bursar.

5 Register of Gifts and Hospitality Accepted

All gifts or hospitality accepted (other than promotional items bearing the donor's logo) should be entered, by the recipient, into the central register maintained by the Bursar's Assistant. Any queries about the contents of the register should be directed to the Bursar's Assistant.

6 Offering Gifts and/or Hospitality

There may be exceptional circumstances where it may be appropriate to provide gifts or hospitality, e.g. where it may show gratitude to a volunteer or someone who has carried out work for a nominal fee; or if service has been carried out to an exceptional standard. Where this is deemed appropriate, prior approval should be obtained from the Bursar, who should be told who the gift is for, why it should be given, the nature of the intended gift and its value.

7 Implementation, monitoring and review of this policy

The College Council has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis and amended as necessary.

Any queries or comments about this policy should be addressed to the Bursar.

Health and Safety Policy

1 Statement of Intent

Selwyn College recognises and accepts its health and safety duties to provide a safe environment (as far as is reasonably practicable) for its staff, students, and all visitors to its premises under the Health and Safety at Work etc. Act 1974, the Fire Safety Order 2005, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

The College considers the health, safety and welfare of staff and students to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving its commitment to promoting excellence in teaching, learning and research. The College is committed to maintaining high standards of health and safety and to continually improving the effectiveness of our health and safety management system and culture.

The College expects staff, students, visitors, and contractors who work at the College to share this commitment by complying with College policies and procedures, and understanding that they too, have legal and moral obligations to themselves and to one another.

The College intends to ensure the health and safety of all persons who may be affected by its activities by:

- a) Setting standards that comply with the relevant statutory requirements relating to health and safety of employees, students, contractors, visitors and the public;
- b) Safeguarding employees and others from reasonably foreseeable hazards connected with work activities;
- c) Implementing safe systems of work and where there are residual risks to health, these are controlled;
- d) Identifying hazards and conducting formal risk assessments when appropriate, in order to minimise physical and psychological risks for all activities undertaken by the College;
- e) Providing, managing and maintaining plant and equipment so that it is safe, so far as reasonably practicable, and that risks to health are controlled;
- f) Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, they are assessed and adequate guidance, instruction, training and supervision are provided and safe methods of work are developed;
- g) Providing sufficient information, instruction, training and supervision to ensure that staff are competent to undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them;
- h) Providing, managing and maintaining College properties so that they are safe, so far as reasonably practicable, and that risks to health are controlled;

- i) Providing adequate and appropriate facilities and arrangements for welfare at work;
- j) Promoting good health amongst employees concerning the prevention of occupational and non-occupational disorders and diseases;
- k) Promoting a positive health and safety culture and educating our staff and students in health and safety;
- l) Communicating and consulting with staff and students on health and safety matters, and securing the co-operation of employees and students in implementing the Health and Safety Policy;
- m) Keeping up to date with best practice in relation to health and safety and complying with relevant legislation and authoritative guidance;
- n) Undertaking inspection, audit and review activities to ensure that College objectives for health and safety are met.

The College governs its management of health & safety by:

- a) Having in place a Health & Safety working group, which includes staff and student representatives, which reports formally to the Compliance Committee, which in turn reports to the College Council;
- b) Having the College's Responsible Officer (the Bursar) chair both the Health & Safety working group and the Compliance Committee;
- c) Setting out the detailed responsibilities of key individuals and groups for health & safety.

The College collects personal data to ensure the health and safety of its staff and others.

This policy has been prepared with the advice and direction of the Health & Safety Working Group, with the intention of supplying essential information and advice for the benefit of all staff and members of the College. It is displayed in all departments and available on the College website.

2 Responsibilities and Accountabilities for Health and Safety

Bursar: The Bursar has the following responsibilities:

- To ensure that sufficient funds and facilities are available to meet the requirements of this Policy;
- To appoint a Welfare Officer;
- To appoint a Compliance Officer;
- To endorse and sign the College's Health and Safety Policy and any revisions agreed by the Health & Safety Working Group;
- To annually report to the College Council on compliance with the health and safety objectives of this Policy;
- To discipline staff following any failure to comply with College health and safety policy and procedures.

Operations Manager: The Operations Manager is accountable to the Bursar and is responsible for College health and safety, including building structures, services and facilities, and ensures:

- Adequate arrangements are in place to control premises-related health and safety risks including fire, asbestos, safety of water systems and plant, gas and electrical installations;
- Adequate procedures are in place to control health and safety risks arising out of the maintenance and repair of College premises and plant;
- Contracts drawn up and/or managed by the College specify the safety precautions that must be taken during the execution of the contract;
- Adequate and sufficient safe working systems, method statements and, where appropriate, 'permit to work' systems are in place for all works or projects;
- The College has adequate arrangements in place to comply with current legislation;
- Appropriate action is taken on specific incidents or accidents reported directly by staff, taking into account any advice or information provided.

Compliance Officer: The Compliance Officer is responsible for:

- Reviewing and updating the Health and Safety Policy and Risk Management Procedures, and ensuring updated procedures are reported to College Council;
- Monitoring compliance with the College Health & Safety Policy and associated Risk Management Procedures;
- Recommending and developing new policies and procedures;
- Organising staff occupational health surveillance in accordance with the Risk Management Procedures;
- Maintaining central records of Risk Management Procedures and compliance documentation;
- Co-ordinating health and safety arrangements and acting as the focal point for receiving and disseminating health and safety information;
- Providing advice and support to Heads of Departments on day-to-day health and safety issues;
- Providing advice on strategic and operational health and safety issues;
- Liaising with the Health and Safety Executive, and other relevant organisations on health and safety matters;
- Liaising with Heads of Departments to review health and safety training to ensure their staff receive appropriate health and safety training for their role, and keeping records of completed training;
- Ensuring external examinations and monitoring (e.g. noise assessment, HAV and LEV) are completed to comply with current legislation;

- Monitoring (with the Operations Manager) health and safety performance by carrying out routine six-monthly monitoring inspections; maintaining records of all inspections;
- Conducting ad-hoc health and safety inspections;
- Assisting staff to complete risk assessments and completing general risk assessments;
- Maintaining records of reports prepared by appropriate external consultants, e.g. noise assessments, audits, etc. as determined by the College's Record Retention Policy;
- Liaising with Heads of Departments to progress reported health and safety actions;
- Ensuring that all major accidents and dangerous occurrences (RIDDOR) are investigated and, where necessary, reported to the enforcing authorities;
- Receiving notifications from staff and students of accidents, incidents and unsafe situations and taking any steps that may be necessary to implement appropriate remedial action;
- Seeking advice from the University Safety Office as necessary;
- Acting as Secretary to the College's Health & Safety Working Group;
- Appointing a Safety Consultant as the 'competent person', responsible for advising on health and safety matters

Head of Buildings and Maintenance: The Head of Buildings and Maintenance has the following responsibilities:

- To advise the Operations Manager on a suitable scheme of preventative maintenance, examination and testing necessary to maintain a high standard of safety, the resources required and the necessary level of competence to carry out such work;
- To ensure that preventative maintenance schemes are implemented and records are kept. This includes statutory examinations of equipment and plant;
- To ensure that safe maintenance procedures and permits to work are devised and implemented for working on plant and equipment;
- To notify the HSE of refurbishment and building works in line with The Construction (Design and Management) Regulations 2015 or subsequent amendments;
- To ensure examinations and monitoring of electrical safety, asbestos and water hygiene are completed, according to current legislation;
- To ensure plant, tools and equipment are safe through maintenance, examination, test and servicing, and maintain appropriate records of all tests and services;
- To progress reported health and safety actions as identified in risk assessments, audits and inspections.

Heads of Department: Heads of Departments have overall responsibility for health, safety and welfare within their respective departments and do this by:

- Ensuring that suitable arrangements are in place for implementing the College's Health and Safety Policy and related procedures in their department;
- Where relevant, developing and implementing procedures and safety measures for managing safety within their departments; those whose activities give rise to more significant risks, will produce more detailed procedures and standards of work;
- Ensuring reporting staff receive training appropriate to their position and level of responsibility and complete all mandatory training;
- Ensuring staff they supervise receive appropriate supervision, instruction, and information, to enable them to be competent to undertake safely the tasks assigned to them;
- Ensuring staff whose work involves them in particular risks, receive and act upon all relevant HSE safety regulations and codes of practice;
- Possessing a general knowledge of all current legislation relevant to their areas of work;
- Monitoring and recording health and safety performance by completing inspections of work areas at minimum on a three- and nine-monthly basis;
- Where relevant, carrying out formal risk assessments, manual handling assessments and COSHH assessments and reviewing those assessments annually;
- Ensuring there is no delay in providing essential tools and equipment for safe working operations;
- Ensuring employees use tools and equipment correctly and wear the appropriate level of PPE;
- Reporting to the Bursar any incidents involving serious personal injury or substantial damage to College property or equipment;
- Reporting accidents and near misses relating to staff within their departments;
- Ensuring that managerial responsibilities for health and safety are appropriately delegated during periods of absence from work;
- Co-operating with the College's efforts to promote the wellbeing of its employees and minimise and avoid wherever possible potential stressors, by:
 - Treating individuals reporting to them with consideration and dignity;
 - Promoting a culture of mutual respect in the teams they manage;
 - Ensuring there is good communication within their team and there are opportunities for individuals to raise concerns about their work.

Line Managers and Supervisors (*this includes any member of staff who directly supervises one or more individuals*): Line managers and supervisors are expected to

co-operate with their Head of Department to ensure that the College's health and safety policy, Risk Management Procedures and departmental safe systems of work are implemented in the activities they manage. They are responsible for ensuring:

- Reporting staff receive appropriate supervision, instruction, information and training to enable them to be competent to safely undertake the tasks assigned to them;
- Safe working procedures are understood and followed;
- They cooperate with the College's efforts to promote the wellbeing of its employees and minimise and avoid wherever possible potential stressors, by:
 - Treating individuals reporting to them with consideration and dignity;
 - Promoting a culture of mutual respect in the teams they manage;
 - Ensuring there is good communication within their team and there are opportunities for individuals to raise concerns about their work.

Fire Officer: The Fire Officer is responsible for:

- Fire safety management of all College properties to ensure compliance with the Fire Safety Order 2005. This includes:
 - Completing and reviewing fire risk assessments;
 - Organising contractors to test and service fire alarm systems and fire extinguishers;
 - Conducting fire drills and fire alarm tests;
 - Completing checks of fire extinguishers, fire blankets, fire doors and emergency exits and other fire safety arrangements.

HR Manager: The HR Manager is responsible for:

- Reporting to the Health and Safety Working Group on occupational health related illness and absence;
- Reflecting relevant health and safety responsibilities in job descriptions and person specifications;
- Including reference to health, safety and wellbeing competencies in job descriptions, performance and appraisal procedures.

Employees: All employees, regardless of their position within the College, have the following legal responsibilities under 'The Health and Safety at Work etc. Act 1974' and 'The Management of Health and Safety at Work Regulations 1999':

- To take reasonable care for the safety of themselves and others at work who may be affected by their acts, omissions or behaviour;
- To co-operate with the College in fulfilling its statutory responsibilities by following all health and safety instructions provided;

- Understanding that wilful disregard of safety instructions will lead to disciplinary action;
- To notify the College immediately of any situation which they have reason to believe might present a serious and imminent danger to their own or others' safety;
- To notify the College of any shortcomings or perceived shortcomings in its health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken;
- To understand and adhere to the College's arrangements and procedures for fire and other emergencies;
- To report any accident, incident, dangerous occurrence, near miss, equipment failure or damage so that appropriate remedial action may be taken;
- To notify their Head of Department if they experience ill health that they have reason to suspect may be work-related;
- To carry out visual checks of equipment before use to identify any obvious defects such as worn leads or cables, damaged covers/guards etc. and reporting any defect in equipment, plant etc. to their Head of Department;
- To use all equipment provided for work correctly and in accordance with manufacturers' or suppliers' instructions and any training received;
- To treat colleagues and other persons with whom they interact during the course of their work with consideration, respect and dignity. It is important that employees appreciate that their own actions and performance could be the source of stress to their colleagues.

Students: The College expects all students to co-operate with its efforts to protect their health, safety, and welfare. This includes:

- Taking reasonable care of their own safety and not placing others at risk by their actions;
- Not engaging in reckless or careless behaviour that might compromise the College's preventive and protective measures, such as letting off fire extinguishers without good cause, or maliciously setting off the fire alarm;
- Not intentionally damaging or misusing any health and safety equipment, such as wedging open kitchen fire doors, or tampering with fire extinguishers;
- Reporting defects, unsafe situations, accidents and near misses to the Porters' Lodge;
- Adhering to the College's fire and emergency procedures and following all instructions given to them by the Porters (Fire Wardens).

3 Monitoring and Review of the Health and Safety Policy

The Compliance Officer, in conjunction with the Health & Safety Working Group, will annually review the Health and Safety Policy and arrangements for health and safety. They will be amended as appropriate and may be supplemented by further

statements, policies or procedures as necessary and submitted to College Council for approval.

4 Arrangements

The College's arrangements for health and safety are set out in a series of Risk Management Procedures, which are published on the College website.

Pensions Auto-Enrolment Policy

1 Purpose

This policy is intended to provide guidance on the operation of the pension scheme available to you during your employment with the College as set out in your contract of employment. This is the Cambridge Colleges Federated Pension Scheme (CCFPS) or NEST.

All permanent members of staff from the ages of 16 – 75 are eligible to join the Cambridge Colleges Federated Pension Scheme (CCFPS) after successful completion of their probationary period. The percentage contribution that you are required to make may change from time to time as advised by the trustees of the Scheme.

Staff are auto-enrolled to the NEST pension scheme, if applicable, if not eligible or prior to becoming eligible for the CCFPS. Staff may decide to remain on the NEST pension scheme if they do not want to join the CCFPS.

For the purpose of this Policy both are referred to as "the Scheme". The Policy reflects legislation which requires employers to automatically enrol employees who meet certain eligibility criteria into a qualifying pension scheme.

2 Eligibility

Auto-enrolment applies to all employees aged between 22 and state pension age and earning over the earnings trigger (currently £10,000 as at February 2021) as may be changed from time to time. Where appropriate, the College will automatically enrol you in its NEST pension scheme. If you do not wish to be a member of the Scheme, you may choose to opt-out in accordance with the rules of the Scheme.

3 Auto-Enrolment

The College is legally required to automatically enrol eligible staff in the relevant Scheme.

4 Re-Enrolment

The College will repeat the exercise of auto-enrolment every three years from the Staging Date with any eligible employee who is not a member of the Scheme at the time. This will include employees who have opted out.

5 Opting Out

Should you wish to opt out of the Scheme, then staff must contact the Finance Manager. If you wish to remain opted-out you will need to repeat this process every three years, each time you are re-enrolled into the Scheme. If you have opted-out but change your mind and wish to join the Scheme you can either wait until the next re-enrolment date when the College will enrol you, or alternatively, you must contact the Finance Manager and elect to opt-in.

6 Information

The College will provide you with information regarding your pension and direct you to additional sources of information on the Scheme's website, if applicable. If you have been automatically enrolled in the Scheme you will be notified in writing and provided with the following information:

- the enrolment date;
- details of the Scheme and contact information;
- amount of contributions;
- any tax relief; and
- confirmation of your right to opt out and how to do so.

7 Ill-Health Benefit

The CCFPS protects your pension in the event of long-term sickness leading to inability to work, which (if eligible) can provide you with a reduced salary (50%) until your normal retirement date. To take advantage of this benefit, you must join the Scheme at your earliest opportunity (e.g. when you have been notified that you have successfully completed your probationary period, or any extension to your probationary period). If you do not join at your earliest opportunity, you will lose your entitlement to the ill-health benefit associated with the Scheme. Please see the Finance Manager for details.

8 Death in Service Benefit

The CCFPS also provides a death-in-service benefit. When you join the Scheme you will be asked to nominate family or friends who should receive a sum of money in the event of your death, while you are employed by the College. If your personal circumstances change at any time, and you wish to change the name(s) of any beneficiaries, please remember to contact the Finance Manager, so that these details can be amended.

9 Additional Voluntary Contributions (AVCs)

Members of staff may make AVCs to enhance their pension (up to certain limits) if they so wish. Further information can be obtained from the Finance Manager.

10 Personal Information

The College will pass your personal details (being all information relevant to your enrolment and membership in the Scheme) to the Scheme administrator and will maintain certain records for the purpose of enrolment and membership of the Scheme.

NOTES: The College reserves the right to change, amend or withdraw the Cambridge Colleges Federated Pension Scheme (CCFPS) at any time.

Sickness Policy

1 College Sick Pay

Subject to the provisions of this policy and provided you comply with the notification requirements and evidence of sickness, if you are unable to work because you are ill, you will be entitled to receive sick pay in accordance with the following scale which will depend on your length of service:

| Period | Entitlement |
|--|---|
| During probationary periods (or any extension to probationary periods) | No payment of College sick pay, but you may be entitled to Statutory Sick Pay (SSP) |
| After probation, up to 12 months' continuous service | 4 weeks' full pay |
| Over 12 months' continuous service | 13 weeks' full pay in any 12 month period |

Payment of your salary when absent on account of illness, injury or other disability shall be inclusive of any Statutory Sick Pay entitlement. All College Sick Pay will be paid at your basic rate of pay. College Sick Pay for part-time employees will be on a pro-rata basis to the full-time working week.

If you are absent through sickness or injury for 13 weeks or more in any 12 month period, although you will receive the entitlement stated above, no further College Sick Pay will accrue, until you have completed a further 6 months without absence.

During any period you are absent from work and not receiving College Sick Pay (e.g. during your probationary period, if you are not eligible for College Sick Pay, or if you have exhausted College Sick Pay), variable payments, such as bonuses, will not be payable. You will cease to accrue contractual annual leave, but will continue to accrue statutory annual leave at a rate of 28 days, inclusive of bank holidays.

2 Statutory Sick Pay (SSP)

Where you are not eligible for College Sick Pay, you may be eligible for Statutory Sick Pay (SSP) if you are absent through sickness. To be eligible, you will need to have been off work for four or more days in a row (including non-working days; except when it is for self-isolation for coronavirus). The first three days are called 'waiting days' and there is no entitlement to SSP for these days. SSP is paid from the fourth 'qualifying day' (the day you are usually needed to work). A day does not count as a sick day if you have worked for more than a minute before you went home ill.

To qualify for payment of SSP, you must also have earning at or above the lower earnings limit. Tax and National Insurance contributions will be deducted from all payments of SSP. Notice of sickness and proof of your sickness after 7 days off is also required.

Provided you meet the eligibility criteria, employees may be paid SSP for up to 28 weeks of sickness absence in either one period of incapacity for work, or any number of periods linked by 56 calendar days (8 weeks) or less. SSP is paid at the prescribed rate set by the government for the relevant tax year.

If you are not eligible for SSP or your SSP is ending, you may be able to claim other benefits like Universal Credit and Employment and Support Allowance (ESA). For further information on SSP eligibility, please contact the Payroll Assistant.

3 Notification

Should you be absent on account of illness, injury or other disability, you must notify your Head of Department as early as you can (and unless it was not possible, by the time you would have arrived for work at the latest), on the first day of absence giving the reason for your absence and its likely duration. Thereafter you are required to keep the College regularly updated.

Late notification after the first day of absence may mean a delay in payment of College Sick Pay (if applicable) for the day(s) the sickness was not reported. Failure to notify your Head of Department of any period of sickness absence may result in disciplinary action against you.

4 Self-Certification

You shall, if absent for seven calendar days or less, immediately on returning to work complete a [Self-Certification Form](#) covering each day of absence at your Return to Work interview with your Head of Department. The form can be found in the [Forms](#) section of the Staff Handbook. The Return to Work interview is mandatory upon return to work after a period of sick leave.

5 Statement of Fitness For Work (Fit Note)

You shall, if absent for more than seven calendar days, provide the College with a fit note from your general practitioner on the eighth day of absence stating the reasons for absence and whether you may be fit for work with certain adjustments, or that you are not fit for work. Your general practitioner will need to provide a fit note to cover any subsequent periods of absence. You should provide the fit note to your Head of Department as soon as possible.

Late production of either a self-certificate or a fit note may result in a delay in payment of College Sick Pay (where applicable), and in some instances, may warrant disciplinary action.

6 May Be Fit For Work

If your general practitioner provides a fit note indicating that you may be fit for work with adjustments, your Head of Department will meet with you to discuss the contents of the fit note. The College will consider what adaptations or adjustments it may reasonably make to facilitate your return to work. In the event that College cannot reasonably make the recommended adjustments or adaptations, then you will be deemed to be not fit for work and will be paid in accordance with your sick pay entitlement.

7 Referrals

The College may at any stage be entitled to require you to undergo examinations by a medical adviser to be appointed or approved by the College.

8 Occupational Health

If you are referred for an Occupational Health assessment, the College will meet with you to discuss the contents of any Occupational Health report or return to work plan provided following your assessment.

A refusal to attend a medical examination by the Occupational Health practitioner, could lead the College to make a decision based on the available information, and may result in a disciplinary action against you.

9 Reduced Hours

In the event that a phased return or reduced hours is agreed in accordance with the paragraph above or a Fit Note, you will be entitled to pay on a pro-rata basis only. All hours not worked will be taken as sickness absence.

10 Conduct Whilst Away From Work

If you are absent from work, you will be expected to behave in a manner appropriate to your illness or disability. You will not be entitled to undertake any other form of paid or unpaid employment or participate in any activity (of a sporting nature or otherwise) that could have an adverse effect on the speed and success of your recovery. The College reserves the right to make contact with you during any period of absence.

11 Infectious Diseases

If you reside in a house in which another person is suffering from an infectious disease, you must notify the College at once and take such precautions as may be prescribed. You may be asked not to attend work where there is a risk that this could spread the infection.

12 Suspension of Sick Pay

If the College believes after an appropriate investigation that the reason for your absence is not due to sickness, or you have not observed the provisions of this policy, or you have slowed your recovery by your behaviour, you may no longer be entitled to sick pay. Some of instances of these include where:

- notification of sickness absence procedures and certification requirements are not adhered to;
- there is a failure to co-operate with, or abuse of, the College absence policy and procedure.
- recommended treatment is not followed;
- there is a failure to attend an appointment arranged by the College for a medical examination;
- self-certified absence is persistent, short term and becomes a disciplinary matter;
- sickness absence follows notification of a disciplinary or capability hearing or investigation;
- any injury is caused when working for private gain outside your employment with the College;
- abuse of, or failure to follow assistance offered to you in relation to misuse of drugs, alcohol or substance abuse;
- you are under notice of termination of your employment.

13 Injury Caused By Others

If you are unable to work because of an accident or other action caused by another person, of which you may claim damages for loss of earnings, you must make such a claim, and any compensation you receive from that person or their insurers relating to earnings for which the College has already paid you as sick pay shall be repaid by

you to the College. The College may in its absolute discretion waive such a requirement.

14 Sickness Monitoring and Review

All sickness absence will be monitored and recorded. If, at any stage, the College is concerned about an employee's level of absence, the College may require the member of staff to attend a sickness review with the HR Manager and/or their Head of Department.

15 Termination of Employment Due to Ill Health

If an employee's long-term absence continues, and termination of their employment appears the only option, a Capability Hearing will be convened (see [Capability Procedure](#)). Unless there are reasonable grounds to believe that there will be an improvement in the foreseeable future, the employee's employment may be terminated by reason of incapability.

Any employee who is dismissed, may appeal against the dismissal by writing to the Bursar stating the reason(s) for their appeal, within 5 working days of the receipt of their dismissal letter. Appeals will be heard in accordance with the College's disciplinary appeals procedure. This right also applies to action short of dismissal, such as transfers, demotion or a change of duties.

Annual Leave Policy

1 Purpose

This policy is intended to provide guidance on the operation of annual leave available to you during your employment with the College as set out in your contract of employment.

2 Main Principles

You are entitled to 25 days paid holiday each year (pro rata for part-time employees), plus bank holidays. Some members of staff are required to work bank holidays according to a rota, this will be indicated in their employment contract. Members of staff who have reached certain service 'milestones', achieved whilst in continuous service with the College, will be acknowledged and rewarded in accordance with the [Long Service and Retirement Awards policy](#).

The College's holiday year runs from 1 January to 31 December. All annual leave must be taken in the calendar year, unless in exceptional circumstances and agreed by your Head of Department. If agreed by your Head of department, you are allowed to carry over a maximum of 5 working days. Any leave carried over must be taken within the first 3 months of the following calendar year. Any holidays not taken by the end of March of the following year will be forfeited. You will not be entitled to payment in lieu of any such unused holiday, other than if you leave the College's employment.

All annual leave should be taken at such times as may be convenient to the College. You must give reasonable written notice of proposed holiday dates, which must be agreed in advance with your Head of Department, before you make any firm holiday arrangements. You are expected, wherever possible, to take the majority of your annual leave outside Full Term unless you are involved in conferences.

Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

You may not normally take more than two consecutive weeks' annual leave, although permission for longer periods with a long period of advance notice will not normally be withheld, unless there are exceptional circumstances.

Your holiday pay will be at your normal basic pay unless shown otherwise on your contract of employment.

The College closes at Christmas and the New Year and you are required to take this period as part of your holiday entitlement. If you have not accrued sufficient holiday entitlement to cover this period, you will be given unpaid leave of absence.

In both your first and last year of service, your holiday entitlement will be proportionate to the number of months you have worked in that calendar year.

On leaving the College's employment, you will receive pay in lieu of holiday which has accrued but has not been taken, or, if you have taken holiday in excess of accrued holiday, you will be required to repay to the College any salary received for the excess holiday. Wherever possible, this would be done by deducting an appropriate sum from your final remuneration.

You should note that the taking of unauthorised annual leave may affect the workload of your colleagues and the smooth running of the College. Unauthorised leave is potentially a disciplinary matter, which will be dealt with under the College's [Disciplinary Procedure](#).

3 Sickiness and Annual Leave

If you are ill while taking annual leave and your GP provides a certificate, your leave will count as sickness absence and you will be allowed to restore the number of days' annual leave.

If you are off sick and not benefiting from College Sick Pay, you may request to take this absence as annual leave, subject to having unused annual leave entitlement. Such requests must be made to your Head of Department. Heads of Departments will notify the Payroll Assistant so that payment can be made for the period of annual leave.

During any continuous period of sickness absence in excess of 13 weeks or more, you will only accrue statutory holiday under the Working Time Regulations 1998 and not your contractual holiday, as set out above. Please see the [Sickness Policy](#) for more information on sickness absence.

Long Service and Retirement Awards Policy

1 Introduction

Selwyn College recognises and values the contribution of all its staff members. We acknowledge that many of our staff work with the College for many years and understand the importance of rewarding the loyalty and commitment of our long serving members of staff. Therefore, those members of staff who have reached certain service 'milestones', achieved whilst in continuous service with the College, will be acknowledged and rewarded in accordance with this policy; for both long service while in service and when staff retire.

2 Entitlement

This policy applies to all staff with continuous service on a permanent contract of employment, subject to the criteria outlined below. This equally applies to part-time employees.

Selwyn College is committed to equality and diversity and aims to ensure that no employee receives less favourable treatment because of their age, disability, race, marriage and civil partnership, pregnancy and maternity, religion or belief, sex, gender reassignment or sexual orientation.

The Long Service Award will not apply in the following circumstances:

- where an employee has a break in continuous services. The College reserves the right to exercise discretion over the nature of the break, e.g. family reasons.
- where an employee has current disciplinary sanctions against them or under warning of dismissal, it could be contradictory to reward individual service. Under such circumstances, the College would defer or withhold the award until such matters are resolved.

3 Long Service Awards

| Length of Service | Award | |
|-------------------|---|------------------------------------|
| | Option A | Option B |
| 10 years | 3 days additional annual leave | N/A |
| 20 years | 3 days additional annual leave (6 in total) | N/A |
| 25 years | £250 gift value | Silver pendant/cufflinks/lapel pin |
| 40 years | £400 gift value | Gold pendant/cufflinks/lapel pin |

The award is not mandatory – an employee may opt out of receiving the award if they wish.

Procedure:

Long service awards will be presented once a year at the mid-year Staff Coffee Morning or similar all staff event.

The Human Resources department will identify those employees eligible for the receipt of an award, verify the employee's continuous service record and inform them of their entitlement to a long service award.

Where gifts are applicable, the College will purchase a gift in the appropriate value (this must not be cash). The gift will be purchased using the College card.

HMRC

Long service awards not made in cash are classed as entirely exempt from all deductions, providing:

- the award marks at least 20 years of service by the employee
- the award is worth no more than £50 per year of service
- another long-service award has not been given to the employee within the previous ten years.

4 Retirement Awards

| Length of Service | Award |
|--------------------------|--|
| 10 years | £100 gift value + Engraved item + Small gathering with nibbles |
| 10 years and over | £200 gift value + Engraved item + Small gathering with nibbles +cake |
| 20 years and over | £300 gift value + Engraved item + Party with cake |

Eligibility

To be eligible for retirement awards, employees need to have a minimum of 10 years' continuous service and it must be a bona fide retirement, i.e. not going to another job, even if part time.

Procedure

Staff who are planning on retiring should ensure they notify the Bursary at least 3 months before their scheduled retirement date.

We encourage members of staff who are retiring to remain in contact with their colleagues and friends at the College. Employees who retire from the College will

continue to receive invitations (as long as the [Retired Staff Consent Form](#) is completed) to the Christmas Carol Service, Annual Staff Outing, Bursar's Garden Party and the Staff Christmas Party.

The last two years before retirement are a good time to prepare for personal change in readiness for leaving employment. The College offers all members of staff who are within two years of their planned retirement date an opportunity to attend a pre-retirement course. This programme will include financial advice and planning, tax, health and legal issues, as well as the emotional issues accompanying retirement.

If you are within two years of your intended retirement date and wish to book a place on a pre-retirement course please speak to the HR Manager.

5 Post Retirement

Cambridge University Retired Staff Association

Staff retiring from the College are entitled to join the Cambridge University Retired Staff Association. The annual subscription is currently £10. The Association organises a programme of social events throughout the year. If you are interested in joining this Association please ask the HR Manager for details.

NOTES: The College reserves the right to change, amend or withdraw this policy at any time.

Adoption Policy

1 Purpose

This policy is intended to provide guidance on your entitlement to adoption leave and pay.

2 Entitlement

Any employee of the College who adopts a child or who is fostering a child permanently and becoming their legal parent ('fostering to adopt') is entitled to take Adoption Leave. If you are having a child through surrogacy under which you will be applying for an adoption order, you may also be entitled to adoption leave and pay.

You have the right to adoption leave from the first day of your employment. Only one of the adoptive parents may take Adoption Leave; the other parent may be entitled to take Statutory Paternity Leave. See the College's [Paternity Leave policy](#) for full details.

3 Statutory Adoption Leave

Employees who adopt a child aged up to 18 years, may apply for up to 52 weeks' adoption leave. This is made up of 26 weeks' Ordinary Adoption Leave (OAL) and 26 weeks' Additional Adoption Leave (AAL). AAL begins the day after your OAL ends. To qualify for Statutory Adoption Leave you must:

- Be legally classed as an employee
- Notify the College within 7 days of receiving notification from the statutory adoption agency of being matched with a child (Agency Notification) or of your adoption placement confirmation, if you are 'fostering to adopt', that you intend to take adoption leave. The College may require you to produce evidence of a child being placed with you or proof that you are fostering to adopt.

You are not entitled to take adoption leave for a private adoption, for example, if you are adopting or fostering to adopt a relative or step-child.

4 Commencement of Adoption Leave

For UK adoptions, and placements where you foster a child permanently to become their legal parent ('fostering to adopt'), you can start adoption leave either:

- from the date of the child's placement (whether this is earlier or later than expected); or
- up to 14 days before the expected placement date

For overseas adoptions, you can start adoption leave either:

- when the child arrives in the UK or
- within 28 days of the child arriving in the UK

If you adopt or foster to adopt 2 or more children on the same placement, you are only entitled to one period of adoption leave. If it is a separate placement, you are entitled to a second period of adoption leave. Your adoption leave restarts when the second placement begins.

5 Notification

You should notify your Head of Department in writing of your intention to take Adoption Leave within 7 days of being notified by your adoption agency that you have been matched with a child for adoption. Providing information on:

- when the child is expected to be placed with you;
- when you want your Adoption Leave to start.

You will also need to provide the College with a Matching Certificate from your adoption agency or if you are fostering to adopt, you will need to provide evidence of a placement; for example, a letter from the adoption agency; proof that you are fostering to adopt.

You may vary the date on which you begin your Adoption Leave, provided that you notify your Head of Department in writing at least 28 days before the new date you wish to begin your Adoption Leave. Once we receive your notice, the College will write to you within 28 days, setting out the date on which we expect you to return to work.

6 Time off For Appointments

If you are eligible for adoption leave, you may require time off work for adoption appointments after you have been matched with a child. It is expected that arrangements

will be made for these appointments to take place outside your normal working hours wherever possible. Where this cannot be arranged, time off with pay will be granted for a maximum of up to five appointments.

You will be required to show proof of appointment, such as an appointment card or other proof.

7 Statutory Adoption Pay (SAP)

Entitlement: You will be entitled to SAP provided that you have been continuously employed by the College for 26 weeks as at the week you receive the Agency Notification (even if your employment is terminated for any reason after this date) and provided that you make National Insurance contributions. You will not be entitled to SAP if you have chosen to receive Statutory Paternity Pay or your spouse has chosen to receive SAP. If you are not eligible for Statutory Adoption Pay, you may still qualify for adoption leave without pay.

Commencement: Your entitlement to SAP will begin when you commence your Ordinary Adoption Leave (OAL).

Duration: You will receive SAP for the first 39 weeks of your adoption leave period (OAL). The remainder of your Additional Adoption Leave (AAL) will be unpaid.

Rate: SAP is paid at the prescribed rate set by the government for the relevant tax year.
Losing Your Entitlement: You will lose your entitlement to SAP if you commence working for another employer during your adoption leave, whether on a part-time or full-time basis. You will not be entitled to SAP if you are entitled to Statutory Sick Pay or the child placed for adoption with you reaches 18 years of age.

8 College Adoption Pay

Entitlement: If you have been an employee for at least two years and formally adopt a child aged 5 years or under, you may submit a request for the equivalent to College Maternity Pay (10 weeks at your basic weekly wage and 16 weeks at half your basic weekly wage, inclusive of Statutory Adoption Pay) provided:

- you are newly matched with a child for adoption by an approved agency;
- you have 26 weeks' continuous service by the week you are notified of being matched with a child;
- you have earned more than the lower earnings limit in the 8 weeks prior to notification of placement.

You will then receive Statutory Adoption Pay (if eligible) for 13 weeks. Any Adoption Leave and pay offered to employees who adopt a child over 5 years of age will be at the discretion of College Council, but will not be less than the statutory provision.

Members of staff employed for less than two years' service may be entitled (if eligible) to Statutory Adoption Leave and Pay.

Repayment: If you receive College Adoption Pay and return to work after Adoption Leave, but do not work for a period of at least 26 weeks, you will have to repay any amount paid to you in excess of that to which you are entitled under the statutory adoption pay scheme.

9 Keeping in Touch

Informal discussion: Before your adoption leave starts, your Head of Department will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.

Keeping in touch (KIT) days: You may work (including attending training) for up to 10 days during your adoption leave without bringing your adoption leave or Statutory Adoption Pay to an end. There is no obligation for you to work any KIT days, and the College is under no obligation to provide them. The arrangements, can be set by agreement between you and the College.

You will be paid at your normal rate of pay for any hours worked, but any College or Statutory Pay will be taken into account in making up your pay. Any payments will not affect your entitlement to College Adoption Pay and leave or Statutory Adoption Pay and leave. Any days worked will not extend your total Adoption Leave period. Half or part days worked still count as a full KIT day. If you work more than 10 KIT days, your adoption leave and pay automatically end by law.

Before you return: Shortly before you are due to return to work, the College may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This may include updating you on any changes that may have occurred, discussing any necessary training and any changes to working arrangements.

10 Annual leave

Your contractual annual leave entitlement will continue to accrue during any period of Adoption Leave.

11 Fixed term contracts and Adoption Leave

When a fixed term contract ends during paid Adoption Leave, any College adoption pay will cease with effect from the contract date. The College will continue to pay Statutory Adoption Pay, if eligible, through the payroll, for the remainder of the provision.

12 Return to Work

Notification: The College will inform you of the date on which your AAL period will end (should you decide to take AAL) within 28 days of you notifying the College of your intention to take OAL. If you wish to return to work before the end of your AAL, you must notify the College in writing at least eight weeks before you expect to return to work. A failure to notify the College could mean that your return to work is postponed.

Return from OAL: You will be employed in the same position upon your return to work from OAL that you occupied before your leave period began. You will be entitled to return on the same terms and conditions of employment as if you had not been absent.

Return from AAL: You will normally be entitled to return to the same position upon your return to work from AAL that you occupied before your leave period began. If this is not reasonably practicable, you will be redeployed to a job which is suitable for you and appropriate for you to do in the circumstances. You will be entitled to return on terms and conditions no less favourable than you would have been entitled had you not been absent and with your seniority, pension rights and similar rights as they would have been if the period of employment prior to your AAL period was continuous with the period of employment following it.

Disrupted placement: Where you have already commenced your leave and the child is subsequently not placed with you or the placement ends, your entitlement to adoption leave shall end either eight weeks after the week in which you received notification that the child is not to be placed with you/ the placement ends or at the end of your AAL whichever is sooner.

Not returning to work: If you do not want to return to work after your adoption leave, you must give the College notice. Check your employment contract to find out how much notice you must give.

Return to work meeting: At least 2 weeks before you are due to return to work, you may be invited to an informal meeting with your Head of Department to discuss your return. This meeting will allow your Head of Department to (as applicable):

- update you on developments at work;
- discuss and explain any necessary or unavoidable changes to your work;
- consider whether any retraining needs have arisen, because of new technology or other developments.

Please speak to the HR Manager if you have any queries regarding any aspect of Adoption Leave and Pay.

Maternity Leave Policy

1 Purpose

This policy is intended to provide guidance on your statutory entitlements and the College's position in respect of maternity leave and pay.

2 Notification Requirements

Notification: Please inform your Head of Department as soon as possible that you are pregnant. This is important as there may be health and safety considerations. Before the end of the 15th week ('qualifying week') before the Expected Week of Childbirth (**EWC**), or as soon as reasonably practicable afterwards, you must notify the College of the EWC and the date on which you wish to start your maternity leave. The College may require you to provide a MATB1 medical certificate.

Information from the College: Following receipt of your notification, the College will write to you within 28 days indicating the date on which your entitlement to maternity leave will end.

3 Health and Safety

The College's duty: The College has a general duty to take care of the health and safety of all employees. The College is also required to carry out a risk assessment of the workplace risks to pregnant women, those who have given birth within the last six months and those who are still breastfeeding.

Information: The College will provide you with information regarding any risks identified in the risk assessment and any preventative and protective measures required. If it is considered that you would be exposed to health hazards in carrying out your normal work, the College will take such steps as are necessary to avoid those risks.

4 Maternity Leave

Informal discussion: Before your maternity leave starts, we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.

Types of leave: Statutory Maternity Leave is 52 weeks. You do not have to take 52 weeks but you must take 2 weeks' leave immediately after your baby is born. Your maternity leave is split into two separate periods:

- Ordinary Maternity Leave (OML). You may take up to 26 weeks OML;
- Additional Maternity Leave (AML). You may take up to 26 weeks AML immediately following OML.

Commencement: You are entitled to commence your OML at any time after the start of the 11th week before the EWC. Your maternity leave will usually start automatically if you are absent for a pregnancy related reason during the four weeks before the EWC. You can postpone or bring forward the intended start date of your maternity leave by informing the College in writing at least 28 days before the original intended start date, or if that is not possible, as soon as is reasonably practicable.

Antenatal appointments: You are entitled to take time off with pay to attend antenatal appointments and classes. Antenatal care includes appointments with your GP, hospital clinics and relaxation classes. Wherever possible, appointments should be made at the start or end of your working day. Time of to attend antenatal appointments should be discussed with your Head of Department giving as much notice as possible of all appointments. You may be required to produce an appointment card to support all requests for time off.

An expectant father or the spouse or partner (including same sex) of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to two of her antenatal appointments. "Partner" includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long-term relationship with her.

The amount of unpaid time off during working hours is limited to two occasions of up to 6.5 hours each. The time off has to be to accompany the woman to an antenatal appointment, and made on the advice of a registered medical practitioner, registered midwife or registered nurse.

5 Statutory Maternity Pay (SMP)

General: If you are entitled to SMP, this shall be paid for the first 39 weeks of your maternity leave. The remainder of your AML will be unpaid.

Entitlement: You will be entitled to SMP provided you have complied with the notification requirements above, you have been continuously employed by the College for 26 weeks at the end of the 15th week before the EWC and provided you make National Insurance contributions.

Duration: You will receive SMP for the first 39 weeks of your maternity leave period even if you do not intend to return to work.

Commencement of SMP: Your entitlement to SMP will begin when you commence your OML, unless you are absent for a pregnancy related illness at any time after the start of the fourth week before the EWC, in which case your maternity leave and SMP will begin immediately. If you fulfil the entitlement criteria set out above, and you are employed by the College as at the 15th week before your EWC, you will be entitled to SMP even if your employment is subsequently terminated for whatever reason.

Maternity allowance: If you do not qualify for SMP, you may be eligible for Maternity Allowance for the first 39 weeks of maternity leave. The College will give you a form (SMP1). You should contact your local Jobcentre Plus office for further details.

Rates: The first six weeks of your SMP is paid at 90% of your average weekly earnings calculated over the Relevant Period. This is your average weekly earnings during the eight weeks ending with the 15th week before your EWC. The remaining 33 weeks is paid at the prescribed rate set by the government for the relevant tax year.

6 College Maternity Pay (CMP)

General: If you are entitled to CMP, this shall be paid for the first 26 weeks of your maternity leave, the remaining 13 weeks will be at SMP. The remainder of your AML will be unpaid. If you do not qualify for College Maternity Pay, you may be entitled to Statutory Maternity Pay (SMP).

Entitlement: You will be entitled to CMP if you have been continuously employed by the College for at least 2 years before the beginning of the 15th week before the EWC.

Duration: You will receive CMP for the first 26 weeks of your maternity leave period. The remaining 13 week will be at SMP.

Rates: the first 10 weeks of your CMP is paid at your basic rate of pay, and 16 weeks paid at half your basic rate of pay (inclusive of SMP). You will receive SMP (if eligible) for the remaining 13 weeks, paid at the prescribed rate set by the government for the relevant tax year.

Repayment: If you receive CMP and return to work after Maternity Leave, but do not work for a period of at least 26 weeks, you will have to repay any amount paid to you in excess of your statutory entitlement upon termination of your contract.

7 Rights During Maternity Leave

Pay rises: If you become eligible for a pay rise before the end of your maternity leave, the College shall arrange for such payments to be made to you.

Benefits during maternity leave: Whilst you are absent on maternity leave, you will continue to be entitled to receive the non-cash benefits provided under your contract of

employment. For the avoidance of doubt, non-cash benefits do not include wages or salary. You will also continue to be bound by all your obligations under your terms and conditions of employment, other than the obligation to work.

Pension: If you are a member of the CCFPS, your pension rights will be maintained during your paid Maternity Leave. You will only pay contributions based on the actual earnings you receive. The College will continue to pay the employer contributions during any period of paid Maternity Leave. The paid period of leave counts towards pensionable service; any unpaid period does not. If you have entered into a Salary Sacrifice arrangement for pension contributions, this will be suspended for as long as your gross pay is less than Statutory Maternity Pay.

If you are a member of NEST, contributions will continue to be based on your actual earnings, as long as this does not reduce your gross pay below the level of SMP.

Annual Leave Entitlement: While you are on Maternity Leave, your contractual holiday entitlement will continue to accrue. Where possible, you must take all your accrued holiday entitlement before you commence Maternity Leave. All accrued annual leave should normally be taken before you return to work.

8 **Sickness During Maternity Leave**

College sick pay: You are not entitled to 'remuneration' during maternity leave. 'Remuneration' means your normal pay and includes College sick pay. If you wish to receive contractual sick pay, instead of your maternity pay, you will have to give eight weeks' notice to end your maternity leave early and then follow the College's sickness procedures to receive College sick pay.

Once you are well enough to work, you will have to return to work as you cannot go back onto maternity leave and pay. If you or your partner are entitled to shared parental leave you may be able to take shared parental leave, if you ended your maternity leave early and you now wish to take some more leave. You will need to give the correct notice in order to be able to take shared parental leave. For more information, see the [Shared Parental Leave Policy](#).

Statutory sick pay (SSP): You cannot get SSP during the 39 week Statutory Maternity Pay (SMP) or Maternity Allowance (MA) period as you will be paid SMP/MA for any week of absence during the maternity pay period. If you do not qualify for SMP/MA, you still cannot get SSP for the first 18 weeks.

You will only be able to qualify for SSP if your period of sickness begins after the end of your SMP/MA pay period. You will also need to earn at least £120 a week on average in the eight weeks immediately before your period of sickness begins. Contractual maternity pay and SMP count as earnings, but not Maternity Allowance. In most cases, you will normally only be able to claim SSP once your maternity leave has ended.

9 Keeping in Touch

Keeping in touch (KIT) days: You may work (including attending training) for up to ten days during your maternity leave without bringing your maternity leave or pay to an end. The arrangements can be set by agreement between you and your Head of Department. There is no obligation for you to work any KIT days, and the College is under no obligation to provide them. You will be paid at your normal rate of pay for any hours worked, but any College or Statutory Maternity Pay will be taken into account in making up your pay. Any days worked will not extend your total Maternity Leave period. KIT days may not be worked during the 2-week period commencing on and including the day on which childbirth occurs.

Before you return: Shortly before you are due to return to work, the College may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This may include updating you on any changes that may have occurred, discussing any necessary training and any changes to working arrangements.

10 Return to Work

Notification: The College will notify you of the date on which your maternity leave will end within 28 days of you notifying the College of your intention to take maternity leave in accordance with section 2 above. If you wish to return to work earlier than the end of the full period of leave to which you are entitled, you must notify the College in writing of your intention to do so not less than eight weeks before you expect to return to work. You will not under any circumstances be allowed to return to work during the two weeks immediately following childbirth. Failure to notify the College of your intention to return early may mean that your return to work is postponed.

Return from OML: You will be employed in the same position upon your return to work from OML that you occupied before your leave period began. You will be entitled to return on the same terms and conditions as if you had not been absent. If, for health and safety reasons, you were doing a different job from your usual one while you were pregnant, you may be required to return to that different job for a short time, if you are still at risk when you return to work.

Return from AML: You will normally be able to return to the same position upon your return to work from AML that you occupied before your leave period began. If this is not reasonably practicable, you will be redeployed to a job which is suitable and appropriate for you in the circumstances. You will be entitled to return on terms and conditions no less favourable than you would have been entitled had you not been absent and with your seniority, pension rights and similar rights as they would have been if the period of employment prior to your AML period was continuous with the period of employment following it.

11 Deciding Not to Return

Notification: If you do not intend to return to work, or are unsure, it is helpful if you raise this as early as possible. If you decide not to return you should give notice of resignation in accordance with your employment contract. The amount of maternity leave left to run must be at least equal to your contractual notice period, otherwise you may be required to work for the remainder of the notice period. Once you have given notice, you cannot change your mind without agreement from the College. This does not affect your right to receive SMP.

12 Returning to Work Part-Time

Requests: The College will deal with any requests by employees to change their working patterns (such as working part-time) after maternity leave on case by case basis. There is no absolute right to working part-time, but we will try to accommodate your wishes wherever possible, bearing in mind the needs of the College. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in our [Flexible Working Policy](#).

13 Shared Parental Leave (SPL)

You may choose to return to work early without using your full 52-week entitlement and share up to 50 weeks of your outstanding Maternity Leave with your spouse, civil partner, partner, or the father of your child. This will be taken as Shared Parental Leave. Subject to eligibility requirements, you may be entitled to SPL and pay. If you opt into the SPL scheme, you will forgo any remaining rights or entitlements under this Maternity Policy. Please see the College's [Shared Parental Leave Policy](#) for further details.

Please speak to the HR Manager if you have any queries regarding any aspect of College or Statutory Maternity Leave and pay.

Paternity Leave Policy

1 Purpose

This policy is intended to provide guidance on your statutory entitlements and the College's position in respect of paternity leave and pay.

2 Statutory Paternity Leave

Entitlement: You are entitled to Statutory Paternity Leave if you meet all the following conditions:

- you have been continuously employed by us for at least 26 weeks ending with:
 - in birth cases, the week immediately before the 14th week before the Expected Week of Childbirth (the week, beginning on a Sunday, in which their doctor or midwife expects your spouse, civil partner or Partner to give birth).
 - in adoption cases, the week in which you or your partner (someone; whether of a different sex or the same sex; with whom you live in an enduring family relationship, but who is not your parent, grandparent, sister, brother, aunt or uncle) are notified by an adoption agency that you / they have been matched with a child;
- you:
 - are the biological father of the child; or
 - have been matched with a child by an adoption agency; or
 - are the spouse, civil partner or partner of the child's mother; or
 - are the spouse, civil partner or partner of someone who has been matched with a child by an adoption agency;
- you:
 - expect to have main responsibility (with the child's mother, co-adopter or adopter) for the child's upbringing; or
 - are the child's biological father and you expect to have some responsibility for the child's upbringing;
- your intended leave is for the purpose of caring for the child, or supporting the child's mother, adopter or co-adopter in caring for the child.

Duration: Statutory Paternity Leave must be taken as a period of either one week or two consecutive weeks. It cannot be taken in instalments.

Timing: Statutory Paternity Leave can be taken from the date of the child's birth or adoption placement, but must end:

- In birth cases, within 56 days of the child's birth, or if they were born before the first day of the Expected Week of Childbirth, within 56 days of the first day of the Expected Week of Childbirth.
- In adoption cases, within 56 days of the child's placement.

Only one period of leave will be available to you, even if more than one child is born as a result of the same pregnancy.

3 Notification

Notification of birth: If you wish to take Statutory Paternity Leave in relation to a child's birth, you must give the College notice in writing (by completing the [Paternity Leave Request Form](#)) before the 15th week prior to the Expected Week of Childbirth (or, if this is not possible, as soon as you can) of your intention to do so and confirm:

- I. the Expected Week of Childbirth;
- II. whether you intend to take one week's leave or two consecutive weeks' leave; and
- III. when you would like to start your leave. You can state that your leave will start on:
 - the day of the child's birth;
 - a day which is a specified number of days after the child's birth; or
 - a specific date later than the first date of the Expected Week of Childbirth.

Notification of adoption: If you wish to take Statutory Paternity Leave in relation to the adoption of a child, you must give the College notice in writing (by completing the [Paternity Leave Request Form](#)) no more than seven days after you and / or your spouse, civil partner or partner were notified of having been matched with the child (or, if this is not possible, as soon as you can) of your intention to do so and confirm:

- I. the date on which you and / or your spouse, civil partner or partner were notified of having been matched with the child, together with the expected placement date (the date on which an adoption agency expects that it will place a child into your care with a view to adoption);
- II. whether you intend to take one week's leave or two consecutive weeks' leave; and
- III. when you would like to start your leave. You can state that your leave will start on:
 - the day on which the child is placed with you or the adopter;

- a day which is a specified number of days after the child's placement; or
- a specific date later than the expected placement date.

Changing your leave date: birth: Where you are to take Statutory Paternity Leave in respect of a child's birth, you can give us written notice to vary the start date of your leave from that which you originally specified. This notice should be given:

- where you wish to vary your leave to start on the day of the child's birth, at least 28 days before the first day of the Expected Week of Childbirth;
- where you wish to vary your leave to start a specified number of days after the child's birth, at least 28 days (minus the specified number of days) before the first day of the Expected Week of Childbirth;
- where you wish to vary your leave to start on a specific date (or a different date from that you originally specified), at least 28 days before that date.

Changing your leave date: adoption: Where you are to take Statutory Paternity Leave in respect of a child's adoption, you can give us written notice to vary the start date of your leave from that which you originally specified. This notice should be given:

- where you wish to vary your leave to start on the day that the child is placed with you or the adopter, at least 28 days before the expected placement date;
- where you wish to vary your leave to start a specified number of days after the child's placement, at least 28 days (minus the specified number of days) before the expected placement date;
- where you wish to vary your leave to start on a specific date (or a different date from that you originally specified), at least 28 days before that date.

4 Statutory Paternity Pay

If you take Statutory Paternity Leave in accordance with this policy, you will be entitled to Statutory Paternity Pay (**SPP**) if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government. In birth cases, Relevant Period means the eight-week period ending immediately before the 14th week before the Expected Week of Childbirth. In adoption cases Relevant Period means the eight-week period ending immediately before the week in which you or your spouse, civil partner or partner were notified of being matched with the child.

Rate: SPP is paid at a prescribed rate which is set by the government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower.

5 College Paternity Pay

If you have been an employee for at least 2 years and your partner has a baby, you may (subject to the eligibility and notification requirements above), submit a request for 2 weeks' College Paternity Pay, which will be paid at your basic weekly rate of pay. If you do not qualify for College Paternity Leave you may be entitled to Statutory Paternity Leave and pay.

6 Contractual Benefits and Pensions during Paternity Leave

During Statutory Paternity Leave, you will continue to be entitled to receive the non-cash benefits provided under your terms and conditions of employment. For the avoidance of doubt, non-cash benefits do not include wages or salary.

7 Confirmation of Statutory Paternity Leave

Provided you meet the qualifying criteria and notification requirements, on receipt of your written application for Paternity Leave, the College will write to you confirming that your request has been granted.

8 Returning to Work

Entitlement: You are normally entitled to return to work following Statutory Paternity Leave to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent. However, if you have combined your Statutory Paternity Leave with a period of:

- Shared Parental Leave (SPL); or
- parental leave of more than four weeks; and
- it is not reasonably practicable for you to return to the same job,

we will offer you a suitable and appropriate alternative position.

Return to work: Shortly before you are due to return to work, we may invite you to have a discussion (whether in person or by telephone) about the arrangements on your return. This may cover updating you on any changes that have occurred during your absence and any training needs you might have.

Postponing your return: If you wish to postpone your return from Statutory Paternity Leave, you should either:

- request SPL in accordance with our [Shared Parental Leave Policy](#), giving as much notice as possible but not less than 8 weeks; or
- request unpaid parental leave in accordance with our [Parental Leave Policy](#), giving us as much notice as possible but not less than 21 days; or
- request paid annual leave in accordance with your contract, which will be at our discretion.

Unable to return: If you are unable to return to work from paternity leave as expected due to sickness or injury, this will be treated as sickness absence and our Sickness Policy will apply. In any other case, a late return will be treated as unauthorised absence.

Flexible working: We will consider any requests by employees to change their working patterns (such as working part-time) after paternity leave on a case by case basis, in accordance with our Flexible Working Policy. We will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the College. It is helpful if requests are made as early as possible.

Resigning from employment: If you do not intend to return to work or are unsure, it is helpful if you discuss this with your Head of Department as early as possible. If you decide not to return you should submit your resignation in accordance with your terms and conditions of employment. Once you have done so you will be unable to change your mind without our agreement. This does not affect your right to receive SPP.

9 Shared Parental Leave

Shared parental leave: Subject to eligibility requirements, you may be entitled to SPL and pay. Please see the College's [Shared Parental Leave Policy](#) for further details.

Further information regarding Statutory Paternity Pay and leave is available from the HR Manager.

Shared Parental Leave Policy

1 Introduction

Purpose: This policy is intended to provide guidance on your statutory entitlements and the College's position in respect of shared parental leave and pay.

Shared parental leave: Shared parental leave (SPL) is available to working parents following the birth or adoption of a child. It applies in respect of children who are expected to be born, or where an adoption agency is expected to place a child with parents.

Aims: The SPL regime is aimed at enabling eligible parents to choose how to care for their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how best to care for their child.

Definitions: This policy will use the following terms, which for the purpose of this policy shall have the following meanings:

- **parent:** one of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father);
- **partner:** spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew;
- **expected week of childbirth (EWC):** the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

2 Eligibility for SPL

Eligibility general: Not everyone will meet the criteria to qualify for SPL but even those who are eligible may find that other arrangements are more appropriate to their family plans and circumstances. Parents should give serious consideration to the options available and which will be most beneficial to their situation. If you opt in to the SPL scheme, you will forgo any remaining rights under the College's Maternity or Adoption Policy.

Informal discussions: If you would appreciate the opportunity to discuss the types of family related benefits available to you, on an informal basis, please do contact the HR Manager to discuss your options in detail.

Eligibility (birth): You are entitled to SPL in relation to the birth of a child if:

- you are the child's mother, and share the main responsibility for the care of the child with the child's father (or your partner, if the father is not your partner);

- you are the child's father and share the main responsibility for the care of the child with the child's mother; or
- you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

Eligibility (adoption): You are entitled to SPL if:

- an adoption agency has placed a child with you and / or your partner for adoption; and
- you intend to share the main responsibility for the care of the child with your partner.

Conditions: The following conditions must also be fulfilled:

- you have been continuously employed by the College for 26 weeks at the end of the 15th week before the expected week of childbirth (**EWC**) or the week the adoption agency notifies you that you have been matched with a child for adoption and still be employed by the College in the week before the leave is to be taken; and
- the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC or the week the adoption agency notifies you that you have been matched with a child for adoption and had average weekly earnings of at least £30 during 13 of those weeks; and
- you and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (**SMP**), periods of maternity allowance (**MA**) or adoption allowance (**AA**), statutory adoption leave (**SAL**) or statutory adoption pay (**SAP**).

Entitlement: The total amount of SPL available is 50 weeks (minus the compulsory two weeks maternity or adoption leave period), less the weeks spent by the child's mother or the primary adopter on maternity or adoption leave (or the weeks in which the mother or primary adopter has been in receipt of SMP, MA, AA or SAP if the mother or your partner is not entitled to maternity or adoption leave).

Compulsory maternity or adoption leave: If you are the mother or primary adopter you cannot start SPL until after the compulsory maternity or adoption leave period, which lasts until two weeks after birth or placement.

Paternity leave: If you are the child's father or the mother's partner, or if your partner is claiming SAP, you may be entitled to paternity leave and pay. For further details please refer to the College's [Paternity Leave Policy](#). You should consider using your two weeks' paternity leave before taking SPL. Once you start SPL, you will lose any untaken paternity leave entitlement. SPL entitlement is in addition to your paternity leave entitlement.

3 Choosing the SPL and Pay Regime

Choosing SPL: Parents who wish to choose the SPL regime will need to comply with the notification requirements which are set out within this policy. We may also require you to provide further evidence of eligibility. The details are provided below but in overview the steps required are:

- step 1 - Provision of a curtailment notice - bringing maternity or adoption leave (and pay) to an end. See [Form SPL1](#);
- step 2 - Provision of an opt-in notice - entitlement and intention to take SPL. See Forms [SPL2a](#) or [SPL2b](#);
- step 3 - Provision of the period of leave notice - requesting SPL dates. See Form [SPL3](#).

Consequences of choosing SPL: Parents should familiarise themselves with the consequences of opting in to SPL before making any decisions. Mothers and primary adopters will reduce their own maternity or adoption leave by choosing SPL.

4 Ending Maternity or Adoption Leave

Curtailment notice: If you are the child's mother or the primary adopter and are still on maternity or adoption leave, you must give us at least eight weeks' written notice to end your maternity or adoption leave before you can take SPL. The curtailment notice must state the date your maternity or adoption leave will end. You can give the notice before or after you give birth or adoption leave starts, but you must take your two weeks' compulsory maternity or adoption leave.

Opt-in to SPL: As explained further below, you must also give us, at the same time as the curtailment notice, a notice to opt-in to the SPL scheme or a written declaration that the child's father or your partner has given his or her employer an opt-in notice and that you have given the necessary declarations in that notice.

Other employer: The other parent or your partner may be eligible to take SPL from their employer before your maternity or adoption leave ends, provided you have given the curtailment notice.

Revocation: The curtailment notice is usually binding and cannot be revoked. Please do consider your options very carefully before completing a revocation notice (see Form [SPL 5](#)) to end your maternity or adoption leave period and notice to opt-in to SPL. You can only revoke a curtailment notice if maternity or adoption leave has not yet ended and one of the following applies:

- if you realise that neither you nor the other parent are in fact eligible for SPL or statutory shared parental pay (**ShPP**), you can revoke the curtailment notice in writing up to eight weeks after it was given;
- if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or
- if the other parent dies.

5 Opting-in to SPL and Pay

Opting-in: If you decide to choose the SPL regime, at the same time as providing the curtailment notice you must give the College a written opt-in notice, not less than eight weeks before the date you intend your SPL to start, confirming:

- your name and the name of the other parent or your partner's name;
- if you are the child's mother, the start and end dates of your maternity leave or if you are taking adoption leave, the start and end dates of your adoption leave;
- if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or period of MA;
- if your partner is taking adoption leave, the start and end dates of your partner's adoption leave, or if your partner is not entitled to adoption leave, the start and end dates of any SAP or period of AA;
- the total SPL available, which is 50 weeks minus the number of weeks' maternity leave, SMP, MA, SAL, SAP or AA period taken or to be taken by you or your partner;
- how much of the available SPL will be allocated to you and how much to the other parent or your partner. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- if you are claiming ShPP, the total ShPP available, which is 37 weeks (less the compulsory two weeks maternity or adoption leave pay) minus the number of weeks of the SMP, MA, SAP or AA period taken (or to be taken);
- how much of that will be allocated to you and how much to the other parent or your partner. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- declarations by you and the other parent or your partner that you meet the statutory conditions for entitlement to SPL and ShPP; and

- confirmation by you and the other parent or your partner that you recognise that there is no enhanced ShPP and that any entitlement to enhanced maternity or adoption pay will cease when SPL commences; and
- an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but please give as much information as you can about your future intentions. You can talk to us at any time about your proposed plans for SPL prior to issuing us with a formal period of leave notice.

6 Evidence of Entitlement

Evidence: The College has the right to ask you to provide evidence of entitlement within 14 days of receiving your notice opting-in to SPL. You must also provide within 14 days of a request:

- a copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); or
- one or more documents from the adoption agency showing the agency's name and address, and the expected placement date; and
- the name and address of the other parent's, or your partner's, employer (or a declaration that they have no employer); and
- we may also ask the other parent or your partner to provide their consent for us to contact their employer in order to co-ordinate arrangements.

7 Notification of Periods of SPL and Providing Intended Dates

Dates: Having opted into the SPL system you will need to give a period of leave notice informing the College of the start and end dates of your leave. This can be given at the same time as your opt-in notice, or it can be given later, as long as it is given at least eight weeks before the start of your leave. You must also state in your period of leave notice the dates on which you intend to claim shared parental pay, if applicable.

Timing of SPL: If you are the child's father or the mother's partner, or if your partner is taking adoption leave, you will only be able to take SPL once the mother or primary adopter has either:

- returned to work;
- given her employer a curtailment notice to end maternity or adoption leave;
- given her employer a curtailment notice to end her SMP or SAP (if they are entitled to SMP or SAP but not maternity or adoption leave); or

- given a curtailment notice to the Benefits Office to end her MA or AA (if she is not entitled to maternity or adoption leave, SMP or SAP).

Periods of leave: You may either request a single continuous block of SPL or alternatively, discontinuous periods of leave.

Single leave period: If your period of leave notice gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.

Multiple periods of leave: You are able to give up to three period of leave notices.

8 Requesting Discontinuous Periods of SPL

Discontinuous leave: In general, a period of leave notice should set out a single continuous block of leave. The College may, in some cases, be willing to consider a period of leave notice where the SPL is split into shorter periods (of at least one week) with periods of work in between. It is best to discuss this with your Head of Department in advance of submitting any formal period of leave notices. This will give the College more time to consider the viability of your proposed pattern of leave.

Discussion: If we are unable to agree to your request straight away, there will be a two-week discussion period which will likely include a meeting with you, where we can consider how and whether the request, or a modified version of it, can be agreed. At the end of that period, we will confirm any agreed arrangements in writing.

Refusal: If we have not reached an agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, you will be entitled to one 12-week period of leave). Alternatively, you may:

- choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
- withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted).

Grounds for refusal of discontinuous leave: The College will consider all requests for discontinuous periods of leave but the College is not obliged to agree to these. The College will weigh up the potential benefits to the employee and to the College and with any adverse impact for the College. Each request will be considered on its own facts taking into account factors including the budgetary implications, impact on the continuity of service, whether the dates coincide with challenging or busy periods in the College's calendar or may cause staffing or cover concerns. This list is not exhaustive.

9 Changing the Dates or Cancelling Your SPL

Cancellation: You can cancel a period of leave by notifying us in writing at least eight weeks before the start date communicated in the period of leave notice (see Form [SPL 4](#)).

Change: You can change the dates for a period of leave by giving us at least eight weeks' notice in writing (see Form [SPL 4](#)) before the original start date and by communicating the new start date.

Born early: You do not need to give eight weeks' notice if you are changing the dates of your SPL because your child has been born earlier than the EWC, where you wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In such cases please notify us in writing of the change as soon as you can.

Notice: A notice to cancel or change a period of leave will count as one of your three period of leave notices, unless:

- the variation is a result of your child being born earlier or later than the EWC or as a result of the child being placed with you earlier or later than the expected placement date;
- the variation is at our request; or
- we agree otherwise.

10 Shared Parental Pay (ShPP)

General: Eligible employees may be entitled to up to 37 weeks of ShPP, whilst taking SPL. This is reduced by any weeks of SMP, SAP, MA or AA claimed by you, the other parent or your partner. The remainder of your SPL will be unpaid. ShPP is paid at the prescribed rate set by the government for the relevant tax year.

Eligibility for ShPP: You will be entitled to ShPP provided you have complied with the notification requirements above, the College has continuously employed you for 26 weeks at the end of the 15th week before the EWC, and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is only payable during a week where you intend to care for the child.

Allocation of ShPP: The opt-in notice should set out how you and your partner or the other parent intend to allocate any entitlement to ShPP between you.

Benefits during SPL: Whilst you are absent on SPL, you will continue to be entitled to receive the non-cash benefits provided under your contract of employment. For the avoidance of doubt, non-cash benefits do not include wages or salary.

11 Keeping in Touch

Informal discussion: Before your SPL starts, we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to

do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.

Shared Parental Leave In Touch days (SPLIT days): You may work (including attending training) for up to 20 SPLIT days during your SPL without bringing your SPL or ShPP to an end. This is in addition to any keeping in touch days that you may have taken during maternity or adoption leave. The arrangements, including pay, can be set by agreement between you and the College.

Before you return: Shortly before you are due to return to work, the College may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This may include updating you on any changes that may have occurred, discussing any necessary training and any changes to working arrangements.

12 Returning to Work

Returning early: If you wish to return to work earlier than the end of the period of leave requested, you must notify the College in writing, of your intention to do so not less than eight weeks before your expected return to work. You will not, under any circumstances, be allowed to return to work during the two weeks immediately following childbirth or the placement of a child with you. Failure to notify the College of your intention to return early may mean that your return to work is postponed.

Return from SPL: You will be employed in the same position upon your return to work from SPL that you occupied before your leave period began. You will be entitled to return on the same terms and conditions as if you had not been absent if your leave period has been 26 weeks or less.

Returning after 26 weeks' leave: if your SPL and any maternity, adoption or paternity leave you have taken, is more than 26 weeks in total (whether or not taken consecutively), or if you took SPL consecutively with more than four weeks' ordinary parental leave (under the College's [Parental Leave Policy](#)), and it is not reasonably practicable for you to return to the same position upon your return to work, you will be redeployed to a job which is suitable and appropriate for you in the circumstances. You will be entitled to return on terms and conditions no less favourable than you would have been entitled to had you not been absent, and with the seniority, pension rights and similar rights as you would have had if the period of employment prior to your SPL period was continuous with the period of employment following it.

13 Deciding Not to Return

Notification: If you do not intend to return to work, or are unsure whether to return, it is helpful if you raise this with the College as early as possible. If you decide not to return, you should give notice of resignation in accordance with your employment contract. The amount of SPL left to run must be at least equal to your contractual notice period, otherwise you may be required to work for the remainder of the notice period. Once you have given notice, you cannot change your mind without our agreement.

14 Returning to Work Part-Time

Requests: The College will deal with any requests by employees to change their working patterns (such as working part-time) after SPL on a case by case basis. There is no absolute right to insist on working part-time, but we will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the College. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in our [Flexible Working Policy](#).

Parental Leave Policy

1 Purpose

This policy is intended to provide guidance on your statutory entitlement to parental leave. Note that this should not be confused with paternity leave, which is dealt with in the College's [Paternity Leave Policy](#) or shared parental leave, which is dealt with in the College's [Shared Parental Leave Policy](#).

2 Entitlement

If you have been continuously employed by the College for a year or more and have parental responsibility for a child, then you are entitled to a period of parental leave. Your entitlement to parental leave shall be no more than 18 weeks per child and will lapse when your child attains the age of 18. Part-time employees have a pro-rata entitlement; therefore a week's leave for someone working 3 days each week would be 3 days.

Parental responsibility means you must be named on one of the following:

- their birth certificate
- their adoption certificate
- a parental order, for surrogacy
- a legal guardianship

If you are a step-parent, you can also have parental responsibility if it is agreed by both biological parents. If you are separated from the other parent or do not live with your child, you still have the right to parental leave if you keep parental responsibility for your child.

3 Request and Notification

To request parental leave, you should complete the [Parental Leave Request Form](#) and hand it to your Head of Department not less than 21 days before the leave period is required. For prospective fathers where leave is to commence on the day the child is born, or for prospective adoptive parents, the notice must be given at least 21 days before the beginning of the EWC or before the expected week of the placement.

Employees on Maternity/Paternity Leave and those taking Adoption Leave can elect to extend their maternity/adoption leave by taking a period of unpaid Parental Leave.

If you are applying for Parental Leave for the first time, you may be asked to provide a copy of your child's birth certificate.

Leave can only be taken as whole weeks and any fraction of a week will be treated as a whole week except where leave is required to care for a child who is in receipt of Disability Living Allowance.

Note: Employees may face disciplinary action if it is found that they dishonestly submit a claim, or if they make a false declaration as to the amount of leave taken with a previous employer.

4 Postponement

The College reserves the right to postpone any request for parental leave for up to six months, if it is considered that the operation of the College would be unduly disrupted by the requested leave. In such circumstances, you will be given notice of this within seven days of your initial request for the leave. This paragraph will not apply in cases where the parental leave is requested from the day of the child's birth or adoption.

5 Length of Leave

You may not take more than four weeks parental leave per child in any one calendar year. Parental Leave must be taken in blocks of one to four weeks at any one time, but no more than four weeks may be taken in any year. However if a child qualifies for disability living allowance, the leave can be taken as single days or multiples of a day.

6 During Parental Leave

Arrangements will be made to provide cover for your duties and you will be kept in touch with any important work developments. In addition, we will ensure that you remain on circulation lists for internal memos and other communications, and you will be included in work-related social events as though you were still at work. We will try to ensure that parental leave does not cause any long-term disadvantage to you concerning your training and development needs.

During any period of Parental Leave you are bound by your terms relating to notice, and disclosure of confidential information. The disciplinary and grievance procedures continue to apply, as does any entitlement to compensation for redundancy.

7 Return to Work

For periods of leave of four weeks or less, you can expect to return to the same position within the College that you were in prior to the leave period. However, for longer periods of leave (where other leave have been taken in addition to the parental leave), whilst every effort will be made to accommodate you in the same position, if this is not practicable a similar position on no less favourable terms and conditions will be offered.

8 Unpaid Leave

The period of any leave under this policy will be unpaid.

Parental Bereavement Leave Policy

1 Purpose

This policy sets out the arrangements for parental bereavement leave and pay in the event of the death of a child or a stillbirth occurring on or after 6 April 2020.

It entitles eligible working parents to two weeks of paid parental bereavement leave if their child or a child in their care has died or been stillborn after 24 weeks of pregnancy.

It is based on the statutory right to parental bereavement leave and statutory parental bereavement pay, which were introduced with effect 6 April 2020, and enhances those statutory rights as set out below.

2 Eligibility

This policy applies to all employees and workers of the College regardless of length of service. Employees have this right from the day they start their job.

Parental Bereavement Leave

Employees are entitled to parental bereavement leave following the death of a child under the age of 18, or stillbirth (after 24 weeks of pregnancy) and, the employee or their partner:

- is the child's biological or foster parent;
- has had the child placed with them for adoption (whether by a UK adoption agency or from overseas);
- is their intended parent under a surrogacy arrangement;
- is the biological parent of a child who has since been adopted by someone else, and there is a court order allowing them or their partner to have contact with the child;
- has day to day responsibility for the child and looks after them in their own home, other than as a paid carer, and have done so for at least four weeks (a parent "in fact").

To be eligible, employees must also give notice as required under section 3 below.

Parental bereavement leave can be taken in blocks of one week, two consecutive weeks, or two separate weeks. It can be taken at any time during the first 56 weeks after the child's death.

If an employee is taking another type of parental leave (for example, maternity or paternity leave) when the child dies or stillbirth happens, any parental bereavement

leave must start after the other period of leave has ended but does not have to be taken immediately after. This applies even if the leave is for another child.

If the parental bereavement leave is interrupted by the start of another type of parental leave, the remaining parental bereavement leave may be taken after the other leave has ended, provided this is within 56 weeks of the date of death or stillbirth.

Parental bereavement leave can be taken between blocks of shared parental leave booked before the child died. This still applies if the shared parental leave is for another child.

Parental Bereavement Pay

Any period of parental bereavement leave will be paid at statutory rate or full pay (depending on eligibility detailed below), provided the employee supplies the information required by the [Parental Bereavement Leave Form](#) detailed under 4 below. Full pay will include any entitlement to Statutory Parental Bereavement Pay for that week.

Statutory Parental Bereavement Pay: If you take Parental Bereavement Leave in accordance with this policy, you will be entitled to Statutory Parental Bereavement Pay (SPBP) if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government. Casual staff will be paid the statutory rate.

Rate: SPBP is paid at a prescribed rate which is set by the government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower.

College Parental Bereavement Pay: If you have been an employee for at least 2 years at the date of bereavement, any period of parental bereavement leave will be paid at your basic weekly rate of pay (full pay), regardless of any entitlement to Statutory Parental Bereavement Pay. If you do not qualify for College parental bereavement pay, you will be entitled to Statutory Parental Bereavement Pay as detailed above.

3 Notification

Notification of Leave in the First Eight Weeks

In the first eight weeks after a child has died, there is no requirement to give advance notice to take parental bereavement leave. Employees should notify their Head of Department as soon as they can on the day they want their leave to start, before the time they would normally start work, where possible. They can arrange for someone to do this on their behalf if necessary.

If they have already started work, then their parental bereavement leave period will start on the following day.

Employees can cancel any planned parental bereavement leave in the first eight weeks by notifying their Head of Department at any time before the leave starts, and no later than

the time they would normally start work on the first day of the leave period. Leave cannot be cancelled once it has started.

Employees can give notice to their Head of Department by phone or email. They are not required to give notice through the form of a letter. They do not need to give proof of death or stillbirth.

Notification of Leave after more than Eight Weeks

To take parental bereavement leave more than eight weeks after the child has died, employees should give at least a week's notice.

Parental bereavement leave can be cancelled with a week's notice and can be rebooked by giving a week's notice.

Employees can give notice to their Head of Department by phone or email. They are not required to give notice through the form of a letter. They do not need to give proof of death or stillbirth.

4 Recording Parental Bereavement Leave and Claiming Parental Bereavement Pay

Employees will be asked to confirm the following information in writing within 28 days of starting any period of parental bereavement leave:

- the employee's name;
- the date the child died or was stillborn;
- the dates of parental bereavement leave taken; and
- the employee's relationship to the child.

This should be done by way of completion and return of [Parental Bereavement Leave Form](#) to the employee's Head of Department to arrange approval and return to the HR Team.

5 Stillbirths, Neonatal Deaths, Adoptions and Surrogacy and Other Leave

Entitlement to maternity leave and pay is not affected if the employee's child has died or been stillborn. Employees can take maternity leave in addition to parental bereavement leave (see the [Maternity Leave Policy](#)).

Employees may be entitled to adoption leave and pay as a result of a child being placed with them for adoption, or because they are an intended parent under a surrogacy arrangement. If the child has died or been stillborn, adoption leave entitlement runs for another eight weeks from the end of the week in which the child died (unless it would already have ended sooner). This is in addition to an employee's right to parental bereavement leave. See the [Adoption Policy](#).

Employees may be entitled to paternity leave and pay as a result of the birth of a child (including a birth to a surrogate mother), or the placement of a child with them for adoption. If the child has died or been stillborn, employees can take paternity leave in addition to parental bereavement leave. See the [Paternity Leave Policy](#).

Employees may be entitled to paid compassionate leave or leave for emergencies involving dependants (see the [Emergency and Compassionate Leave Policy](#)) in the circumstances. These are separate and in addition to any entitlement under this policy.

6 Benefits During Leave

During any period of paid parental bereavement leave, terms and conditions of employment continue as normal. Continuity of service is maintained and any standard incremental progression taking place during the parental leave will be implemented. In particular, annual leave entitlement will continue to accrue as normal for the entire period of parental bereavement leave.

Pension benefits are accrued as if the member is at work. However, it is recommended that any member of staff who has queries on their pension entitlement should contact the Finance Manager for information.

7 Support

An employee who is due to go on, or is currently taking parental bereavement leave, is entitled to access all of the usual support networks available to staff. This includes the Occupational Health Service and Staff Counselling Service.

Below are links to some relevant charities which may also be able to provide support and guidance in the circumstances:

<https://www.childbereavementuk.org/>

<https://www.tcf.org.uk/content/ftb-grieving-parents/>

<https://www.careforthefamily.org.uk/family-life/bereavement-support/bereavedparent-support>

<https://www.england.nhs.uk/publication/learning-from-deaths-information-for-families/>
<https://www.cruse.org.uk/>

<https://youngminds.org.uk/>

<https://www.cambridgeshire.gov.uk/residents/births-deaths-andmarriages/deaths/registering-a-death>

Emergency and Compassionate Leave Policy

1 Introduction

The College is committed to developing work practices and policies that support work-life balance and equality of opportunity in employment. The College recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions. A range of leave options are summarised to help employees achieve an appropriate balance between their work and personal commitments.

Any emergency and compassionate leave granted is always on the provision that it is subject to the operational needs of the work area of the particular employee and requires prior permission. The Head of Department may delegate authority for the operation of this policy in their department to a nominated individual, e.g. line manager.

Dentist, GP and Hospital Appointments

In order to minimise disruption, you are asked, wherever possible, to make medical and dental appointments either outside of your normal working hours, or at the beginning or end of your working day. However, we realise that this may not always be possible, particularly with hospital appointments. If you need to take time off to attend a dental or medical appointment, you should notify your Head of Department giving as much notice as possible. You may be asked to provide evidence of an appointment to support your request for time off. Paid time off will be given for occasional GP, dentist and hospital appointments.

2 Emergency Leave

Emergency leave is intended to cover genuine and unforeseen emergencies involving dependants, or unexpected domestic emergencies. If however, an employee knows in advance that they are going to need time off, they should speak to their Head of Department about the possibility of taking such time as part of their annual leave entitlement.

Time off for Dependants

You are entitled to take a reasonable amount of unpaid time off to deal with incidents or emergencies involving a dependant. A dependant is defined as a husband, wife, partner, parent, child, or someone living as part of a family (e.g. step or foster children), but not a tenant or lodger. This also includes any person who reasonably relies on you for assistance.

An “emergency” is:

- To deal with an unexpected disruption or breakdown in care arrangements for a dependant, for example, when a childminder is unavailable; or when a nursery or school is unexpectedly closed;

- If a dependant falls ill, gives birth or has been involved in an accident or suffers some form of assault or harm;
- To make appropriate care arrangements for a dependant who is ill, injured or in need of other forms of significant emergency care;
- To deal with an incident or emergency involving an employee's child while they are at nursery, school or College.

This right only covers emergencies. If you know beforehand that you are going to need time off, you should arrange this (in agreement with your Head of Department), either by taking another form of unpaid leave (e.g. [Parental Leave](#) or Special Unpaid Leave), by using some of your annual leave entitlement, or by making up the lost time.

The amount of time you may take is the time that it takes to deal with the immediate emergency. For example, if your child falls ill, unpaid time off may be taken to deal with their initial needs, such as taking them to the doctor or arranging for their care. You should however make other arrangements if you want to stay off work longer to care for them personally (e.g. by using some of your annual leave entitlement).

If you need unpaid time off to deal with any such emergency, you should discuss with your Head of Department the reason for the emergency leave, and how long you expect to be absent from work.

Domestic Incident

An employee may request up to one day of unpaid leave at a time (or annual leave), if they experience a severe and unexpected domestic emergency (unrelated to children or dependants) necessitating the employee's presence at home. Other severe emergencies are also included here and examples are provided below. Any additional time off should be taken as annual leave.

Examples of an emergency include but are not limited to:

- Fire or flood at the employee's home
- A burglary at the employee's home
- A road accident or other similar accident involving the employee (excluding time off for illness or injury where the [Sickness Policy](#) will apply)
- The breakdown or theft of the employee's car.

In determining whether a request for emergency leave should be granted, the following factors should be taken into consideration:

- The nature and extent of the emergency

- The availability of others to deal with the emergency
- The likely impact of the emergency on the employee.

If you need unpaid time off to deal with any such emergency, you should discuss with your Head of Department the reason for the emergency leave.

3 Compassionate Leave

Compassionate leave may be granted at the discretion of your Head of Department or the Bursar. Paid compassionate leave owing to circumstances including the death or serious illness of immediate family - e.g. husband, wife, parent, child, or grandparent – would be granted on the basis of up to five days, including the funeral. In all other cases, one day for the funeral should be appropriate. In certain cases this may be extended or reduced according to the individual circumstances and on authority of the Bursar.

4 Special Unpaid Leave

The College may, in exceptional circumstances, consider requests for special unpaid leave for important personal reasons. The College expects employees to use their paid annual leave before any request for special unpaid leave will be considered. Special unpaid leave will only be granted at the Bursar's discretion.

If you wish to apply for special unpaid leave, you should put your request in writing to the Bursar stating the period of leave requested and the reason(s) for your request. All applications for special unpaid leave will be assessed on a case by case basis, and the impact the leave may have on your department.

5 General

Please note that all other types of leave including annual leave, sick leave, maternity, paternity and parental leave are out of scope of this policy. See the relevant policies for further details on these.

It is recognised that it is not possible to cover all circumstances where emergency and compassionate leave may be appropriate, therefore for specific or exceptional circumstances not covered by this policy, please contact the [HR Team](#) for further advice.

The College will treat instances of unauthorised leave or abuse of this policy as a serious disciplinary matter. Employees should be aware that, if they take a period of leave that has not been approved, their pay may be withheld and they may be subject to disciplinary action. For further advice please refer to the [Disciplinary Rules](#) and [Disciplinary Procedure](#) or contact the [HR Team](#).

Flexible Working Policy

1 Introduction

Purpose: This policy is intended to provide guidance on your statutory entitlement to request flexible working. The College will consider all requests in a reasonable manner and in accordance with this policy.

Timeframes: Requests will be considered and a decision reached within three months (including any appeal) from receipt of the request, unless mutually agreed otherwise. The timeframes set out in this policy are otherwise indicative only and may be extended or varied at the College's reasonable discretion.

Consideration: The College will consider each flexible working request on a case by case basis. The fact that the College has been able to agree one request does not necessarily mean that the College will be able to agree future requests.

2 Right to Request Flexible Working

Entitlement: If you have been continuously employed by the College for 26 weeks, you have the statutory right to request a change to one or more of the terms and conditions of employment referred to in the paragraphs below (**Request**).

Request: You are only able to make one request in a 12-month period (regardless of the outcome).

Non-eligible staff: Although you will not have the right to make a request if you do not meet the above criteria, the College may still carefully consider a request to change one or more of the terms and conditions of employment in the paragraph (**Type of request**) below. You should make your request in writing to your Head of Department.

Type of request: Your request must relate to one or more of the following terms and conditions of employment:

- your hours of work;
- your times of work; or
- whether you carry out work from home or your normal place of work.

A Request: A request should be made in writing by completing the [Flexible Working Request Form](#) and passing it to your Head of Department.

Consultation meeting: As soon as possible, but in any event usually within 28 days of your request being received by the College, the College shall either notify you in writing that your request has been agreed, stating the variation agreed to and the date from which it is to take effect, or a meeting shall be held to discuss your request (consultation meeting). The Consultation Meeting will normally be held by the Head of Department.

The meeting will normally be held at the College during working hours unless this is not convenient to either you or the College.

Right to be accompanied: You have the right to be accompanied to the Consultation Meeting by a work colleague.

Considerations: On receipt of a request, the College will carefully consider the benefits of the requested changes in working conditions for you and the College and weigh these against any adverse impact of implementing the changes.

Grounds for refusal: Your request (and your appeal) may be refused where the College considers that one or more of the following grounds apply:

- the request would, if agreed, impose a burden of additional costs on the College;
- the request would, if agreed, have a detrimental effect on the ability to meet stakeholders' demands;
- the College is unable to reorganise work among existing staff;
- the College is unable to recruit additional staff;
- the request would, if agreed, result in a detrimental impact on the level of quality of service at the College;
- the request would, if agreed, result in a detrimental impact on the level of standard of performance at the College;
- the work available to be done during the periods you propose to work under your request would be insufficient; or
- planned structural changes mean that the College cannot agree to your request.

Notification of decision: As soon as possible, but in any event usually within 14 days of the Consultation Meeting, the College will notify you in writing of the decision. Where the College agrees to your request, the College will also confirm the variation agreed to and the date from which it is to take effect. Where your request is not agreed, the College will also confirm the grounds for refusal, explaining why the grounds apply in the circumstances and also confirm your right to appeal.

3 Trial Periods

In the event that it is unclear whether a flexible working arrangement in a particular post would be a workable option, the Head of Department may agree to a trial period, which should usually be for not longer than three months, during which the duties of the post will be carried out under the proposed flexible arrangements. Where this is agreed, the nature of the arrangement will be set out in writing, the member of staff's hours will be varied for the stated temporary period only, and this will not be interpreted as a

contractual agreement giving the member of staff the right to work flexibly on a permanent basis.

This arrangement gives the member of staff an opportunity to demonstrate how flexible working can be made to work satisfactorily, and the Head of Department an opportunity to review objectively and factually the degree of success of the proposed flexible arrangement. Any tangible problems that arise will be addressed in a practical way with a view to finding solutions that are acceptable to all. If the changed working arrangement leads to significant problems, the Head of Department will be able to give reasons why it could not be a longer-term option. They should meet with the member of staff towards the end of the trial period and confirm their decision in writing, together with any contractual changes. If the Head of Department considers that the trial has not been successful, the job will revert to its previous status and the member of staff will be expected to resume the previous contractual working arrangement.

4 Appeal

Your right to appeal: You have the right to appeal the College's decision not to agree to your request. Such an appeal must be exercised in writing within five working days after the day the College's decision is given, giving full details of why you wish to appeal. Your notice of appeal must be dated and sent to the Bursar.

Appeal meeting: The College will hold a meeting to discuss your appeal as soon as possible. The appeal meeting will be held by a person who has not been involved in the consultation meeting. The appeal meeting will normally be held at the College during working hours unless this is not convenient to either you or the College.

Right to be accompanied: You may be accompanied to the appeal meeting by a fellow colleague.

Notification of appeal decision: The College will notify you in writing of its decision on your appeal as soon as possible, but in any event usually within 14 days of the appeal meeting. Where the College upholds your appeal, the College will also specify the variation agreed to and the date from which it is to take effect. Where your appeal is dismissed, the College will also confirm the grounds for refusal and explain why the grounds apply in the circumstances.

5 General

Withdrawal of application: You may withdraw your request or your appeal at any time before the College reaches a decision. The College may regard your application as withdrawn (and will notify you as such) where you have failed without good reason to attend a consultation meeting or an appeal meeting more than once, or you have refused without good reason to provide the College with the information that is required to assess whether the request should be agreed.

Working from Home Policy

1 Introduction

There may be occasions where staff regularly work at home for all or part of their working week. In such instances their home becomes their working environment, and the College must safeguard the individual's health, safety and welfare, so far as is reasonably practicable. This policy is not contractual but sets out the areas that need to be considered before any agreement is made, and the action that needs to be undertaken, in the event that a request to work from home is agreed. This policy should be read in conjunction with the College's [Flexible Working Policy](#).

This policy does not apply to those members of staff who may work at home on an ad-hoc basis, e.g. to make it easier to meet a particular deadline or during adverse weather conditions.

2 Definition of a Home Worker

A homeworker is an employee who has a formal written agreement to work at home for some or all of their contracted hours.

3 Considering a Request

The College will assess individual requests on a case-by-case basis, taking into consideration some, or all, of the following:

- whether or not the request is commercially viable and whether the individual has the self-discipline necessary for this method of working;
- the times when an individual is designated to be working, so that the College knows that they are available if communication is required;
- arrangements for recording the hours worked from home, in order to ensure that the employee works in accordance with The Working Time Regulations 1998;
- the need to ensure that College data and information is secure (e.g. arrangements may need to be made for the provision of lockable cabinets in the home, and ensuring that the computer used is password protected);
- whether costs will be incurred as a result of home working (e.g. telephone calls and internet use) and arrangements for these to be reimbursed;
- the need for virus protection software;
- arrangements for IT support for the home worker;

- arrangements for any required management supervision (including setting appropriate and achievable targets), and evaluation of work.

Note: This list is not exhaustive.

4 Trial Period

When an employee is granted a request to work from home, a reasonable trial period may be appropriate. This will be agreed with the employee and confirmed in writing. Usually the employee will be given an amendment to their terms and conditions of employment, tailored to suit their new working arrangements, which will include details of any trial period. If, during the trial period, either the employee or the College finds that the arrangement is not working, a return to office-based working may be required, and the original terms and conditions of employment will be reinstated.

5 Health and Safety Implications of Working from Home

Most of the regulations made under The Health & Safety at Work Act 1974 apply to home workers as well as employees working on College premises. These include, for example, the Management of Health and Safety at Work Regulations 1999, the Display Screen Equipment Regulations 1992, and the Provision and Use of Work Equipment Regulations 1998.

6 Actions Required by the College and Home Worker with Regard to Health, Safety and Wellbeing

To ensure that the College meets its obligations with regard to the health, safety and wellbeing for any employee who requests to work from home, the following should be considered prior to the commencement of any home working arrangement.

7 Risk Assessment

The employee will be required to complete a risk assessment for the room/area in their home, which will become their place of work. The risk assessment will cover a number of health and safety factors including fire safety, first aid provision, space, and secure storage facilities. If the College has any concerns about any of the responses given in the risk assessment the Compliance Officer will liaise with the employee to discuss the findings. *Note: The Compliance Officer will review the home worker's risk assessment annually with the home worker.*

8 Provision and Use of Equipment

Any electrical equipment provided by the College remains the responsibility of the College and the College is responsible for its maintenance. If the College provides a home worker with equipment to carry out their work, the College will ensure that:

- the equipment is correct for the job that is being done;

- proper information and training is given on how to use the equipment so that the work is carried out safely;
- the equipment being used is checked regularly and kept in a condition that does not cause harm to the home worker or others.

Note: Any equipment provided by the College for use by a home worker must be documented and signed by all parties.

9 First Aid

The College will consider first-aid needs for home workers, which will depend upon the nature of the work, and the risks involved. As a minimum measure, the College will provide a first-aid kit if required.

10 Communication

It is recognised that home workers working from home for long periods of time may feel isolated through loss of regular contact with colleagues. The College will aim to keep such workers well informed of developments and changes in procedures. Heads of Departments will:

- invite home workers to attend team briefings and other departmental meetings on a regular basis;
- be responsible for ensuring that copies of all internal memos, notices and internal vacancies, staff newsletters, etc. are communicated to the home worker;
- ensure that home workers are invited to College social events and celebrations.

11 New and Expectant Mothers

When assessing the risk of home working, the Management of Health & Safety Regulations 1999 requires that the College assess the risks to home workers who are new or expectant mothers. The Compliance Officer will complete a separate risk assessment for all new and expectant mothers who have been granted permission to work from home. The assessment will include any risk to the unborn child, or to the child of a woman who is breast-feeding.

12 Fire Hazards

All home workers are advised to install one or more smoke alarms and switch off all electrical equipment at night and when away from the home. If an unaccompanied home worker smokes whilst working in their home, the usual fire precautions should be taken; cigarettes should not be discarded into waste paper baskets. A clear exit that is not obstructed by bags, furniture or boxes should be maintained at all times. Where there are fire extinguishers, these should be kept in an appropriate position and maintained regularly. *Note: The College will not accept any liability if a fire should occur at home.*

13 Training and Information

The homeworker will be required to complete the following training:

- DSE Awareness
- Cyber Security Awareness
- Inspecting Electrical Appliances
- GDPR Essentials
- Display Screen Equipment (DSE)

The home worker will also be required to complete a workstation assessment, and read the College's Data Protection and IT Policies.

14 Obligations of the Home Worker

The home worker will be required to:

- Apply all health and safety training given by the College to their home working environment, e.g. manual handling;
- Ensure that any College-provide electrical equipment is PAT tested annually by the College's appointed engineer;
- Report any damage of College equipment, e.g. to electrical equipment, cables, plugs etc. (Refer to the Inspecting Electrical Appliances guidance);
- Ensure that the measures identified in the risk assessment to remove or reduce the risk of hazards are complied with, e.g. avoiding trailing cables;
- Work in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992 by:
 - adjusting their workstation to a comfortable position;
 - ensuring correct posture is achieved;
 - taking appropriate screen breaks;
 - ensuring that visual display units are in a position whereby lighting will not cause reflection or glare on the screen.
- Report any accident, incident or 'near-miss' to the College through the usual reporting arrangements;
- Ensure that a first-aid kit is placed in an appropriate position in relation to their work station, and, if supplied by the College, is checked every three months, and re-stocked as necessary by the Deputy Head Porter;

- Report any sickness or absence while working from home to their Head of Department in the usual manner, ensuring that (if appropriate) in-coming calls and e-mail are diverted to an alternative point of contact at the College;
- Notify the College in the event of a change of address, so that a risk assessment can be undertaken at the new address, and a record be made of the new location of any College property;
- Be aware that Health & Safety Executive Inspectors would have the right to visit home worker in order to ensure that risks from work and working at home are appropriately managed.

15 Data Protection

In addition to the health and safety requirements set out above, the employee must also:

- be aware of their own responsibilities under the Data Protection Act 2018, particularly if taking special personal data home;
- ensure that confidential or special personal data is stored in a secure cabinet or drawer and that electronic data is protected by an access password known only to them;
- not normally remove master files from their department, but take copies for use at home, whenever possible.

16 Other Conditions

All College policies and procedures will apply to staff working from home e.g. Equal Opportunities Policy, Alcohol and Drugs Policy, and the College's rules concerning confidentiality.

17 Insurance

The College's insurers will provide cover, e.g. employer's liability and personal accident, for someone working from their home provided a risk assessment is completed and reviewed annually. Any College property provided will be covered by the College's insurance provided it is recorded as being in use at the worker's home address. The College recommends that home workers consult their own insurers in case there is any implications for their insurance arrangements if they are working from their home.

18 College Property

The employee will be required to provide the College with written consent of anyone else living in their household, confirming that the College will have the right to recover or have access to its property if required. Occasions when the College might need access to the property may include the need to test electrical equipment, for a health and safety

risk assessment to be undertaken, or to recover the College's property if the employee's employment with the College comes to an end. Note: This list is not exhaustive.

In the event that the College collects such property from the employee, this will be on an agreed date and at an agreed time.

19 Review

To ensure compliance with statutory requirements, the HR Manager, Compliance Officer and Health & Safety Working Group will review this policy annually.

Hybrid Working Policy

1 Purpose and Scope

Hybrid working describes a type of informal working arrangement which gives a degree of flexibility in terms of where employees work. Any informal hybrid working arrangements agreed within this framework would not form a change to terms and conditions of employment. They are different to formal flexible working requests, which focus on employees' regular working patterns and are contractual (please refer to the [Flexible Working Policy](#)).

The nature of a college is that it is centred on in-person activities, and many employees will need to be present to undertake their job functions. Selwyn College wishes to promote flexibility in work location for employees where this is appropriate for the role, and will agree to hybrid working, provided that such an arrangement is suitable for both parties and is likely to facilitate effective and efficient working. It is acknowledged that some roles, due to their nature, can only be carried out on College premises and hybrid working will therefore not be possible for all.

The College's major meetings will usually take place in person. It may also be undesirable and inappropriate for students, other staff or visitors on the College site to have some categories of meetings with a staff member working remotely. Therefore hybrid working will be subject to the requirement to attend the College for meetings and other events.

This policy applies to all non-academic staff directly employed by the College.

Hybrid working can benefit the College and its employees in that it has the potential to:

- enable employees to maximise their performance and productivity through an enhanced working environment,
- enable the College to respond to an employee's wish for flexibility in working location, delivering an improved work / life balance,
- increase the level of health and wellbeing of its employees thereby reducing absence,
- reduce the environmental impact through less travel,
- increase availability of resources e.g. car parking,
- provide a solution to a temporary problem where travel to the College is not possible, such as in severe weather.

As every job is different and every employee is different, the College cannot guarantee that it will be able to support every employee's request to work in a hybrid manner.

The College will expect someone working away from the College to agree with their line manager to make regular contact.

2 Working Location/Environment

Where employees work, and the impact that different environments can have on an individual's productivity, morale and wellbeing, can vary from individual to individual. The College believes there are benefits to both working in the College environment (e.g. team working, sharing ideas, building working relationships, creating a positive wider collegiate community) as well as working away from the College (e.g. ability to focus by removing distractions, less time taken with commuting to enable more time to be spent with family and friends).

Decisions about working away from the College should take into account the requirements and best interest of the team and other employees, particularly when employees need to work together. The need to be in a certain location may change at short notice and line managers should demonstrate a level of trust in employees to make the right decision on where to be on a certain day. Such decision needs to be agreed by the line managers in accordance with this policy.

When working away from the College it is important the environment is appropriate. Consideration should be given to not being disturbed or having concurrent caring responsibilities, or being overheard, particularly if confidential information could be discussed.

3 Health and Safety

The College is obliged under health and safety legislation to ensure the health and safety of someone working away from the College in the same way as working on College premises. The College is therefore required to ensure that:

- all equipment and systems of work in the employee's home are safe, and will require such equipment to be brought into College for PAT testing. The College will cover the costs of such tests,
- all equipment and paperwork are handled and stored safely in accordance with the Data Protection Act 2018 (please refer to the [Data Protection Policy](#)),
- an analysis of the employee's workstation is conducted by the employee by completing the Working From Home risk assessment,
- information and training on safe use of equipment, including display screen equipment, is provided.

The employee must assist the College in meeting these requirements.

4 Equipment and Materials

It is the College's policy to ensure that every employee has an office working environment that is fit for the role they undertake, and this will be at the College. It is the responsibility of the employee to provide appropriate equipment and materials to carry out their duties at home (e.g. chair, desk, monitor etc.).

Issuing of College equipment such as a laptop or desktop computer is driven by business needs and not around personal desire for hybrid working. This includes the employee having a suitable broadband connection with which to access the College network.

All hybrid workers will be expected to be available by email and telephone during normal working hours. However, an employee's personal telephone number, address and email address will not be divulged to third parties without express permission.

5 Expenses e.g. Telephone and Broadband

Given that hybrid working is at the request of the employee and the option to work in the College remains, the College will not generally reimburse expenses incurred or benefits not available due to remote/home working. If there are requests for specific expenses to be covered, this must be agreed in advance with your line manager. It should be noted that there is potentially some tax relief available for working from home and you can check your eligibility at <https://www.gov.uk/tax-relief-for-employees/working-at-home>.

6 Visits to the Employee's Home

Under no circumstances must arrangements be made for College representatives to meet employees at their home. These meetings should occur at the College.

7 Security

Employees who work away from the College are responsible for keeping all documents and information associated with the College's business secure at all times in accordance with the Data Protection Act 2018 (please refer to the [Data Protection Policy](#)).

Specifically, there is a duty on the employee to:

- ensure nobody but the employee accesses the College intranet or their work email account through the employee's home access,
- keep all documentation belonging to the College secure at all times,
- keep any hard copy documents (no original copies should be taken out of the office) in a locked environment to prevent unauthorised viewing or access. For

this reason, employees are strongly discouraged from taking hard copy documents home.

8 Insurance

If working from home informally, yet with some frequency, then it is the responsibility of the employee to check that their home and contents insurance policies provide adequate cover for working from home. Any additional costs are the responsibility of the employee.

9 Procedure

For those wishing to consider hybrid working, a mutual agreement must be reached between the employee and their Head of Department on the hybrid working policy. When considering hybrid working, both parties must be mindful of the following principles:

- Working in a hybrid way off College premises should not create additional workload for any employee or their colleagues and should be without detriment to the College's productivity or values.
- This is never a fixed or a guaranteed arrangement and can be revoked at any time.
- Employees have an agreed work pattern and are contracted to work a number of hours per week, as detailed in the contract of employment, and these should be adhered to.
- The hybrid working policy does not allow for time off in lieu (TOIL) or working through lunch breaks. All legally required breaks must be taken.

Employees who are considering hybrid working should be willing to discuss whether their skills and attributes include:

- Self-discipline,
- The ability to work without direct supervision and without colleagues in the room,
- Good organisational skills,
- The ability to manage time effectively, and
- An ability to cope with the potentially conflicting demands of work and family.

All employees who work away from the College have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health

and safety instructions issued by the College from time to time. Conditions of working away from the College are that the employee:

- applies the Working from Home risk assessment,
- completes a Display Screen Equipment (DSE) Assessment of their remote working environment and submits this to the Compliance Officer,
- completes and returns the Working from Home risk assessment to the Compliance Officer, and
- ensure they have suitable workspace with adequate security, storage, seating, space and screening from noise in the rest of the home. There must also be adequate ventilation and lighting.

This policy is not contractual, but is intended as a statement of the current College approach and its commitment to operate flexibly where possible. The College therefore reserves the right to amend this policy as necessary. Anyone found to be in breach of this policy may be liable to disciplinary action.

Capability Procedure

1 Introduction

The College is committed to ensuring that all employees are given the opportunity and support to deliver and maintain a high level of performance at work.

All employees should be made fully aware of the performance standards they are expected to deliver and should have regular meetings with their managers to discuss their work and performance.

It is the responsibility of managers to ensure that any performance issues are addressed at an early stage and where possible resolved on an informal basis without recourse to the formal procedure.

Where any instances of underperformance are identified, the Capability Procedure provides a framework for managing cases in a constructive, fair and consistent manner.

The focus of the Capability Procedure is to resolve performance problems by providing appropriate support to enable the employee to perform to the standard required.

Flexibility: The College will follow a fair procedure in the event that action under the capability procedure is necessary, but this procedure does not have contractual effect. There may be occasions when the College considers it appropriate to change or omit parts of the procedure.

Amendments: If the College formally amends the procedure from time to time, you will be given advance notice of the amendments.

Conduct: This procedure does not apply to misconduct or incompetence, incapacity or other poor performance which is attributable to misconduct.

2 Standards

All employees are to undertake their duties as detailed within their job descriptions to the highest standards possible, and to keep up to date with any training and development required of their role.

3 The Procedure Informal Procedure

In the first instance, Heads of Departments should seek to resolve performance issues informally and as early as possible as part of normal day-to-day management. Ideally, this would be within a few days of the issues being identified. Informal discussions should:

- Explain the nature of the concerns (providing specific examples as appropriate);

- Set out the expected standards of performance;
- Establish the likely causes of underperformance and identify any actions required by the employee or manager to aid improvement e.g. training or other sources of support;
- Set targets and timescales for improvement and review dates (between 4-8 weeks). Where possible these will be agreed between the employee and the Head of Department;
- Explain the potential consequences of not achieving the required improvements in performance.

The Head of Department may consider a range of actions including the provision of advice and guidance, training, coaching, mentoring, work shadowing or other informal action e.g. counselling.

The Head of Department may confirm the outcomes of any informal discussion in writing to the employee and retain any notes of these informal discussions or meetings for reference purposes. However, such notes will only be used for the purposes of reviewing the standards and expectations set during the informal stage of the procedure.

Where there is satisfactory improvement, the matter will be considered to be resolved. However, where there is no satisfactory improvement, and the explanation for this is not reasonable or acceptable, then the employee will be advised that a formal procedure will commence.

Formal Procedure

Whilst Heads of Departments should seek to resolve performance issues informally wherever possible, where there are grounds for taking formal action, the employee will be required to attend a capability meeting. A formal capability meeting will fall under one of the formal stages one to three below.

Formal stage one meeting: If an employee's performance does not meet acceptable standards, and informal action is not considered appropriate or has not succeeded in addressing the problem, the employee may be required to attend a formal stage one meeting. The employee will be invited to a formal capability meeting and will have the right to be accompanied by a trade union representative or a colleague.

Capability meeting: The Operations Manager (where applicable) or relevant Head of Department will conduct the capability meeting and they will be accompanied by a member of the HR Team. The meeting will address your performance and discuss any measures needed to correct and improve this.

You or the person accompanying you will be able to ask questions and put forward your point of view. You may request an adjournment if you need to consult the person accompanying you. Whenever possible the College will offer reasonable assistance and

time to help you improve. The following will be considered and discussed with you at the meeting:

- concerns relating to your performance;
- your response;
- the respects in which your performance has fallen short of the required standards;
- suggestions as to any appropriate support / training / supervision which could improve your performance;
- the time in which performance must improve and the method by which your performance will be monitored; and
- the likely consequence of further instances of poor performance or a failure to improve within a specified time.

Outcomes:

No further action: If as a result of the meeting and the evidence presented, the employee's performance is considered to be satisfactory and no further action is required, this will be confirmed to the employee in writing.

First written warning: If as a result of the meeting and the evidence presented, the employee's performance is considered to be unsatisfactory, the Operations Manager (where applicable)/Head of Department will write to the employee, issuing a first written warning. The employee will be advised that it constitutes the first stage of the formal procedure. The first written warning will state the improvement in performance required, targets and timescales for improvement ('the review period'), any support to be provided and the consequence of not meeting the performance targets within the review period. It will also set out the employee's right of appeal.

A copy of the first written warning will be retained on the employee's personnel file. The first written warning will remain active for six months after which time it will be disregarded for the purposes of the capability procedure. After the review period, the first written warning will remain permanently on file for reference purposes, but will be disregarded for the purposes of deciding on the appropriate action or outcome of any future capability proceedings.

The Operations Manager (where applicable)/Head of Department will monitor the employee's performance during the review period and hold regular review meetings with the employee. A Performance Improvement Plan should be used to record actions taken and progress made during the review period (4-8 weeks). On completion of the review period, the Operations Manager (where applicable)/Head of Department will write to the employee to inform them of the outcome that either:

- The employee has met the performance standards set and no further action will be taken; or
- The employee has not met the performance standards set and the matter will be progressed to formal stage two; or
- Progress has been made towards meeting the standards set, but they have not been achieved fully (or other factors have been present) and the review period will be extended or other options considered.

Formal stage two meeting: If the employee has failed to meet the performance targets as set out in the first written warning, or there is further evidence of underperformance while the first written warning is still active, or the performance issues are sufficiently serious, the employee may be required to attend a formal stage two meeting.

The Employee will be invited to a formal capability meeting as set out in the section Capability Meeting above and will have the right to be accompanied by a trade union representative or a colleague.

Outcomes:

Final written warning: If as a result of the formal stage two meeting the employee's performance is unsatisfactory, the Operations Manager (where applicable)/Head of Department will write to the employee with a final written warning. The final written warning will state the improvement in performance required, the targets and timescales for improvement ('the review period'), any support to be provided and the consequence of not meeting the performance targets within the review period. It will also set out the employee's right of appeal.

A copy of the final written warning will be retained on the employee's personnel file. The final written warning will remain active for the twelve months after which time it will be disregarded for the purposes of the capability procedure. After the review period, the final written warning will remain permanently on file for reference purposes but will be disregarded for the purposes of deciding on the appropriate action or outcome of any future capability proceedings.

The Operations Manager (where applicable)/Head of Department will monitor the employee's performance during the review period and hold regular review meetings with the employee. A Performance Improvement Plan should be used to record actions taken and progress made during the review period (4-8 weeks). On completion the Operations Manager (where applicable)/Head of Department will write to the employee to inform them that either:

- The employee has met the performance standards set and no further action will be taken; or
- The employee has not met the performance standards set and the matter will be progressed to formal stage three; or

- Progress has been made towards meeting the standards set, but they have not been achieved fully (or other factors have been present) and the review period will be extended or other options considered.

Formal stage three meeting: If the employee's performance has failed to improve sufficiently as detailed in the final written warning, whilst that warning is still live, or if the underperformance has been so serious as to warrant moving straight to a formal stage 3 meeting, the employee will be invited to a formal stage three meeting, as set out in the section Capability Meeting above.

The employee will have the right to be accompanied by a trade union representative or a colleague.

Outcomes:

Following the meeting, if it is decided that the employee's performance is unsatisfactory, the Operations Manager (where applicable)/Head of Department, may consider one or more of the following options, (this list is not exhaustive):

- Issue a first or final written warning (where one is not already active)
- Extend a final written warning and set a further review period (where a substantial improvement is likely within the review period)
- Consider alternatives to dismissal such as redeployment to a suitable available post within the College or other appropriate action short of dismissal
- Dismiss on grounds of capability.

Any dismissal will be with full notice or payment in lieu of notice, unless the employee's underperformance has been serious enough to overturn the contract between the College and the employee thus justifying a formal stage 3 meeting and the possibility of dismissal without notice. For the purposes of this Policy, this may include gross incompetence, gross negligence or any act or omission relating to capability, which brings the College into serious disrepute.

The decision will be confirmed in writing as soon as reasonably practicable. The letter shall also notify the employee of their right to appeal against any sanction. In the event that the decision is taken to dismiss the employee, the letter will include the reasons for dismissal, the date that their employment will terminate and the right of appeal.

4 Concerns

Employees who feel that they have been treated unreasonably under any section of the Capability procedure can, in the first instance, raise the matter with their Head of Department. Ultimately, employees have the right to raise the matter through the [Grievance Procedure](#).

5 Appeal

Right of appeal: You have the right to appeal to an Appeal Panel against any decision made following the capability meeting if you are dissatisfied with it. You should notify the Bursar in writing within five working days of being notified of a decision, giving full details of why you wish to appeal.

Appeal procedure: The Appeal Panel will arrange a review meeting or a fresh capability meeting which will take place as soon as reasonably practicable and you will be informed in advance of its timing and location. You must take all reasonable steps to attend the appeal meeting. There shall be no right to appeal from the decision of the Appeal Panel. The Appeal Panel will be entitled to reach a different conclusion and impose a different outcome (although not greater) than that imposed after the Capability Meeting. After the Appeal Hearing, you will be informed in writing of the Appeal Panel's decision. The Appeal Panel's decision will be final.

Appeal panel: The Appeal Panel shall not include anyone involved in the capability meeting and may comprise one or more persons. As far as reasonably practicable, the person chairing the Appeal Panel will be someone holding a more senior position than the person chairing the capability meeting. You will be informed in writing of the Appeal Panel's decision as soon as reasonably practicable.

Right to be accompanied: You may be accompanied to the appeal hearing by a colleague or trade union official.

Employment status: If an appeal is made against a dismissal decision, that dismissal decision will have immediate effect so that the period of notice began at the date given in the dismissal decision. If having been dismissed you are reinstated on appeal, your continuity of employment will be unaffected.

6 Ill Health

If at any time during any of these stages, it is found that you are suffering from a medical condition which affects your performance, and/or has resulted in a poor attendance record, you will be advised to seek medical attention. A medical report from your GP may be requested (if appropriate), before determining a plan of action. You may also be required to attend an examination by a practitioner at the University's Occupational Health Department, so that a second and independent medical opinion can be obtained. A refusal to co-operate with the College in obtaining a GP's report, or to attend a medical examination, may lead the College to make a decision based upon the evidence available, and may lead ultimately to your dismissal. Once it has been established that you are receiving appropriate medical treatment, targets will be set and your performance will be reviewed over an agreed period of time.

Where the ill health constitutes a disability, the College will give due consideration to making such adjustments as are reasonable.

Disciplinary Rules

1 Introduction

These rules should be read in accordance with the College's disciplinary procedure. It is the contractual duty of every member of staff to observe the rules set out below.

2 Rules of Conduct

Whilst employed by the College, you should at all times maintain professional and responsible standards of conduct. In particular, you should:

- observe the terms and conditions of your contract of employment;
- ensure that you understand and follow the College's [Dignity at Work Policy](#) enclosed within this Staff Handbook;
- observe all other policies and procedures included in the Staff Handbook or otherwise notified to you from time to time;
- comply with all reasonable advice given by staff who are senior to you;
- act at all times in good faith and in the best interests of the College, its students, Fellows and staff;
- maintain high standards of ethics and behaviour; and
- always act in accordance with your professional duties and responsibilities.

3 Instances of Misconduct

The following is a non-exhaustive list of offences which amount to misconduct falling short of gross misconduct:

- unauthorised absence from work;
- persistent lateness;
- refusing to carry out reasonable requests from a supervisor, Head of Department or College Officer;
- smoking in non-designated smoking areas;
- contravention of minor safety regulations;
- disruptive behaviour.

4 Gross Misconduct

You must not commit any act of gross misconduct. Any such act may result in your dismissal without notice. Gross misconduct includes but is not limited to the examples set out below, offences of a similar nature and attempts to commit such offences.

Examples of gross misconduct (whether committed at or outside work):

- failure to immediately notify the College of any investigation, arrest, charge or conviction of any criminal offence brought against you during the time of your employment; which in our opinion may affect our reputation or our relationships with members of the College or the public, or otherwise affects your suitability to continue to work for the College;
- failure to immediately notify the College of any investigation for any allegation of a disciplinary nature at any other employer or organisation at which you are a volunteer;
- failure to comply with any of the College's policies and procedures in the Staff Handbook to include the College's [Dignity at Work Policy](#), [IT Acceptable Use Policy](#) or the College's [Staff Use of IT Policy](#);
- accepting or giving bribes or other secret payments or other breach of the College's [Business Gifts and Hospitality Policy](#);
- indecent, violent or offensive behaviour;
- misuse of or deliberate damage to College property;
- fraud, theft or dishonesty to include giving false information or representations before or during your employment;
- failure to obey a lawful order;
- gross dereliction of duty;
- gross negligence;
- being on duty whilst under the influence of drugs and/or alcohol;
- possession, use, supply or attempted supply of controlled substances, or the sale of any drug or substance (prescribed or not);

- actions that could be interpreted as glorifying or supporting terrorism, extremism or organisations promoting terrorist or extremist views, or encouraging others to do so;
- bullying or harassment;
- conduct which is likely to damage the College's reputation or bring it into disrepute;
- discrimination (including harassment or victimisation) and the use of discriminatory language on grounds of sex, sexual orientation, marriage and civil partnership status, gender reassignment, race, religion or belief, pregnancy and maternity, disability or age;
- disregarding health and safety rules or requirements (including the College's [Health and Safety Policy](#)) and endangering yourself or others;
- wilful neglect or refusal of duty;
- misuse of information including breach of confidence, misuse of private or confidential information or breach of data protection law. This includes information that is confidential to the College (such as financial information) as well as information about individuals. Such misuse may include accessing or attempting to access information, or sharing or attempting to share it;
- viewing, retrieving or downloading of pornographic material, or any other material which the College believes is unsuitable at any time when on College premises or otherwise in the course of your employment;
- causing loss, damage or injury through serious negligence;
- making a disclosure of false or misleading information under the College's [Whistleblowing Policy](#) for personal gain, or which is not in the public interest; or
- making untrue allegations in bad faith against a colleague.

Disciplinary Procedure

1 Introduction

Flexibility: The College will follow a fair procedure in the event that disciplinary action is necessary but this procedure does not have contractual effect. There may be occasions when the College considers it appropriate to change or omit parts of this procedure.

Amendments: The College may formally amend this procedure from time to time and will advise you of any amendments.

Capability: This procedure does not apply to incompetence, incapability or other poor performance unless this is attributable to misconduct.

Record of proceedings: The College may, in its sole discretion, appoint someone to take notes or make a recording of any interview or hearing under this procedure. No other recordings shall be made without the express approval of all those present at the interview or hearing.

2 The Investigation Stage

Investigation: As a first step, any disciplinary issue will be investigated. If, after investigating the matter, it appears that there are no reasonable grounds for concern, you will be informed of this in writing and, if relevant, allowed to return to work as normal.

Suspension: If the matter to be investigated is thought at any stage of the investigation to involve gross misconduct or it is in the interests of the College, an employee or you, you may be immediately suspended from work on full pay and benefits whilst the investigation proceeds.

Support and guidance: The College will notify you of a person to contact during any period of suspension or investigation to provide support and guidance. You may also wish to seek the advice of a union representative or other advisor where available.

Separation of roles: The College will appoint a senior member of staff who has no connection to the matter, to carry out the investigation (Investigating Officer).

Interview: As part of the investigation the Investigating Officer may (if considered appropriate) undertake an interview with you.

Next stage: If on completion of the investigation the Investigating Officer considers that it is necessary, a disciplinary hearing will be arranged and you will be invited to attend. You must take all reasonable steps to attend the disciplinary hearing.

3 The Disciplinary Process

Information: You will be given advance reasonable notice of the timing and the location of the hearing. You will be informed in writing of the purpose of the hearing and the allegations against you. You will be provided with a copy of any documents which may be referred to at the Disciplinary Hearing and invited to submit any relevant documents. You will be given a reasonable opportunity to consider your response to this information. If your dismissal is a possible outcome of the hearing, you will be informed of this possibility in advance.

Right to be accompanied: You may be accompanied to the disciplinary hearing by a colleague or trade union official.

Witnesses: You may ask relevant witnesses to attend the disciplinary hearing, provided it is reasonable to do so and you give the College sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness. However, you will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Disciplinary Panel (see below) decides a fair hearing could not be held otherwise.

Witness statements: If statements have been obtained from witnesses during the course of the investigation you will be given a copy of them. In certain circumstances it may be necessary to preserve the anonymity of a witness.

Disciplinary panel: The College will appoint a Disciplinary Panel to hear the matter. In appropriate circumstances, the Head of Department/Operations Manager/HR Manager/College Officer or another person may hear the matter on his / her own. The Investigating Officer shall not be a member of the Disciplinary Panel.

The disciplinary hearing: The hearing will be conducted by the Disciplinary Panel. The Investigating Officer may be asked to report on his / her investigation. Both you, or the person accompanying you, and the Disciplinary Panel may question the Investigating Officer and any witnesses. You will be entitled to give your explanation and may be questioned by the Investigating Officer as well as by the Disciplinary Panel. You or the person accompanying you and the Investigating Officer will be given the opportunity to address the Disciplinary Panel. The person accompanying you will not be permitted to respond to questions which are addressed to you.

Adjournment: The Disciplinary Panel may adjourn the proceedings at any stage if this appears necessary or desirable. You may request an adjournment if you need to consult the person accompanying you. If adjourning for the purpose of enabling further information to be obtained, the Disciplinary Panel will specify the nature of that information. Any adjournment will normally be for a specified period of time.

Decision making: On completion of the hearing, the Disciplinary Panel will retire to consider the decision. Neither you, the person accompanying you nor the Investigating Officer will be allowed to take part in nor be present during the Disciplinary Panel's deliberations.

Communication of decision: The decision of the Disciplinary Panel will be communicated to you in writing as soon as reasonably practicable. If the complaint is upheld you will be informed of the action to be taken and your right of appeal.

4 **Disciplinary Action**

Sanctions: Depending upon the nature of any misconduct found to have been committed, any explanation given by you and any mitigating circumstances, the Disciplinary Panel may impose any of the following sanctions:

- A verbal warning;
- a written warning;
- a final written warning;
- suspension without pay for a defined period;
- demotion; or
- dismissal with or without notice.

Currency of warnings: A verbal warning will be recorded on your file but will be considered spent for disciplinary purposes after a period of six months from the date the warning is given. A written warning will be recorded on your file but will be considered spent for disciplinary purposes after a period of 12 months from the date the warning is given. A final written warning will be recorded on your file but will be considered spent for disciplinary purposes after a period of 24 months from the date the warning is given. After the active period, the warning will remain permanently on your file but will be disregarded in deciding the outcome of future disciplinary proceedings.

Gross misconduct: Where there has been gross misconduct, the Disciplinary Panel may impose dismissal without notice. Examples of what the College considers to be gross misconduct are set out in the [Disciplinary Rules](#) section of this Staff Handbook.

5 **Appeal**

Right of appeal: You have the right to appeal to an Appeal Panel against any decision made by the Disciplinary Panel if you are dissatisfied with it. Such a right of appeal must be exercised in writing and sent to the Bursar (or Master, if the Bursar was part of the Disciplinary Panel) within five working days of your being notified of the decision giving full details of why you wish to appeal. The Appeal Panel will arrange a review hearing or a re-hearing to take place as soon as reasonably practicable. You will be informed in advance of its timing and location.

Appeal panel: The Appeal Panel shall not include any member of the Disciplinary Panel nor the Investigating Officer and may comprise one or more persons. As far as reasonably practicable the person chairing the Appeal Panel will be someone holding a more senior position than the person chairing the Disciplinary Panel.

Appeal procedure: The procedure at the appeal hearing shall be the same as that for the disciplinary hearing save that there will be no right of appeal from the decision of the Appeal Panel. You must take all reasonable steps to attend the appeal hearing. The Appeal Panel will be entitled to reach a different conclusion and impose a different sanction (although not greater) than that imposed by the Disciplinary Panel. You will be informed of the Appeal Panel's decision in writing as soon as reasonably practicable.

Right to be accompanied: You may be accompanied to the appeal hearing by a colleague or trade union official.

Employment status: If an appeal is made against a dismissal decision, that dismissal decision will have immediate effect so that, if the dismissal is by notice, the period of notice will have begun at the date given in the dismissal decision. If summary dismissal without notice has been imposed, you will not be entitled to be paid for the period between that decision and the decision of your appeal unless you have been reinstated on appeal. If having been dismissed, you are reinstated on appeal, your continuity of employment will be unaffected.

6 Termination of Employment

Notice on termination: If the College terminates your employment with notice, the required notice period (or payment in lieu) will be as instructed in your terms and conditions of employment.

Resignation: If you tender your resignation, or cease to provide your services to the College at a time when a misconduct concern exists in relation to you, those concerns may still be investigated in full by the College.

Grievance Procedure

1 Introduction

Introduction: If you have any grievance relating to any aspect of your employment, including any complaint about action which the College has taken, has failed to take or is contemplating taking, you should endeavour to settle it using this procedure. This procedure is not appropriate for disciplinary or capability matters. If, however, in the course of a disciplinary or capability procedure, you raise a grievance, where the grievance and disciplinary/capability cases are related, it may be appropriate to deal with both issues concurrently. If necessary, the disciplinary or capability procedure may be suspended for a short period until the grievance can be considered.

Flexibility: The College will usually follow this procedure in the event that you raise a grievance. However, there may be occasions depending on the circumstances of each case when the College considers it appropriate to change or omit parts of the procedure.

Amendments: If the College formally amends this procedure from time to time, you will be given advance notice of the amendments.

Timescale: All steps under this grievance procedure should be taken without unreasonable delay.

2 The Procedure

Raising your grievance: Problems relating to your employment should be resolved fairly, promptly and as near as possible to the point of origin i.e. between the persons involved. Therefore, in the first instance you should raise the grievance orally and informally with any other person involved, if you can.

Formal grievance: If it is not appropriate to raise your grievance orally and informally or this does not resolve your grievance, you should set out your formal grievance in writing and pass it to your Head of Department, stating your desired grievance outcome. If your grievance concerns your Head of Department, you should submit your formal grievance to the Operations Manager (where applicable) or the Bursar. If your grievance concerns a student or Fellow of the College, you should submit your formal grievance to the Bursar.

Investigating your grievance: The Head of Department/Operations Manager (where applicable) will investigate your grievance. The Bursar will not normally investigate a grievance, as they may be required to hear an appeal. However, there may be exceptional circumstances where it is appropriate that the Bursar investigates the grievance.

Grievance meeting: Once the Head of Department/Operations Manager (where applicable) has had a reasonable opportunity to consider their response to the

information given regarding your formal grievance, you will be invited to a meeting to discuss the matter. You will be informed in advance, in writing, of the timing and location of the meeting. You must take all reasonable steps to attend the meeting. You will be given the opportunity to explain your case. The Head of Department/Operations Manager (where applicable) may ask the other people involved to attend the meeting with a view to obtaining a resolution. Following the meeting, the Head of Department/Operations Manager (where applicable) will inform you in writing of their decision in relation to your grievance and of your right of appeal.

Right to be accompanied: You may be accompanied to the meeting held to discuss your grievance by a colleague or trade union official.

Outcome of grievance: You should be prepared to discuss your desired grievance outcome at the grievance meeting.

3 Appeal

Initiating an appeal: If you are dissatisfied with the decision made concerning your formal grievance, you may appeal the decision by notifying the Bursar, or the Master (where the Bursar has undertaken the initial investigation) in writing within five working days giving full details of why you wish to appeal. If you need more time, you should notify the Bursar/Master within the five day period.

Appeal procedure: The Bursar/Master may appoint a senior staff member to investigate your appeal. This will not be the person who undertook the initial investigation of the grievance. They may call for copies of all relevant documents. The Bursar/Master will invite you to attend a further meeting to discuss your appeal and will inform you in reasonable time of the timing and the location of the meeting. You must take all reasonable steps to attend the meeting.

The appeal decision: The Bursar/Master's decision shall be final and shall be confirmed to you in writing as soon as reasonably practicable.

Right to be accompanied: You may be accompanied to the appeal meeting by a colleague or trade union official.

4 Grievances Following the Ending of Your Employment

Procedure: If a grievance is raised by you following the ending of your employment, the College may choose to follow all or part of this procedure at its discretion. It may alternatively choose not to initiate a grievance procedure in these circumstances.

5 Notes

Where there are two or more related grievances, the College could decide to have a single meeting to cover all the grievances, if all agree. If any group of staff share a grievance,

they may choose to raise the matter collectively to the Bursar, using the above procedure. A spokesperson should be nominated to attend any meetings on the group's behalf.

If a complaint (grievance) concerns an alleged wrongdoing or criminal offence by someone in the College, you should refer to the College's [Whistleblowing Policy](#).

Whistleblowing Policy

1 Introduction

The College is committed to conducting its business with honesty and integrity, and we expect all staff to maintain the same standards in everything they do. All organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur. All staff are therefore strongly encouraged to report any perceived wrongdoing by the College or its employees, workers, contractors or agents that falls short of these principles.

Aims: The aims of this policy are to:

- encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
- provide staff with guidance as to how to raise those concerns; and
- reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

Staff: This policy covers all employees, Fellows, consultants, contractors, work placement students, casual workers and agency workers.

2 Wrongdoing at Work

Whistleblowing: Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. Qualifying disclosures are disclosures of information where the employee reasonably believes (and it is in the public interest) that one or more of the following matters is either happening, has taken place, or is likely to happen in the future:

- criminal activity;
- failure to comply with any legal or professional obligation or regulatory requirements;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- bribery;

- financial fraud or mismanagement;
- other unlawful or unethical conduct in the workplace;
- the deliberate concealment of any of the above matters.

Whistleblower: A whistleblower is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a whistleblowing concern) you should report it under this policy.

Grievances: This procedure should not be used where you have a complaint relating to your personal circumstances in the workplace. The [Grievance Procedure](#) should be used in such cases.

Detriment: Provided that this procedure is used appropriately and correctly, you will not suffer any detriment as a result of reporting a suspected wrongdoing. A failure to follow this procedure may however make the disclosure unreasonable and the protection given to you by this procedure may be lost.

Advice: If you are uncertain whether something is within the scope of this policy, you should seek advice from the HR Manager. If you do so, this request for advice will be treated in confidence.

3 Who can Raise a Concern

Any member of staff who has a reasonable belief that there is serious malpractice relating to any of the qualifying disclosures specified in section 2 above, may raise a concern using the procedure detailed in section 5 below.

The issues raised under the qualifying disclosure may relate to another member of staff, a group of staff, the individual's own department or another part of the College. The individual must reasonably believe that the relevant failure or malpractice has occurred or is likely to occur and that matter is in the public interest.

The College will ensure that any member of staff who makes a disclosure in such circumstances will not be penalised or suffer any adverse treatment for doing so. However, a member of staff who makes an allegation maliciously or vexatiously without having reasonable grounds for believing that the relevant failure or malpractice has occurred or is likely to occur and that the matter is in the public interest may be subject to disciplinary proceedings.

4 Confidentiality

Confidentiality: We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret, for as long as possible provided that this is compatible with a proper investigation. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

Anonymous disclosures: We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible.

5 Procedure

Stage One: You should disclose the suspected wrongdoing first to your Head of Department / Line Manager. In the event that your Head of Department / Line Manager is involved in the suspected wrongdoing, you should proceed directly to Stage Two of this procedure.

Response: You can expect a response detailing to whom the disclosure has been notified or any action taken within seven days of your Head of Department / Line Manager becoming aware of the disclosure.

Stage Two: If no response is forthcoming after seven days from your Head of Department / Line Manager, or if you are not satisfied with the way in which your concern has been handled or if your Head of Department / Line Manager is involved in the suspected wrongdoing, you should notify the Operations Manager (where applicable) or the Bursar, as appropriate.

Response: You can expect a response detailing any action taken within seven days of the Operations Manager or Bursar becoming aware of the disclosure.

Stage Three: If no such response is forthcoming after seven days from the Operations Manager or Bursar, or if you are not satisfied with the way in which your concern has been handled or if the Operations Manager / Bursar is involved in the suspected wrongdoing you should inform the Master of the disclosure.

6 Investigation

Any investigation will be conducted sensitively and promptly. The employee will be notified of the intended timeframe for the investigation. The person to whom the disclosure is made may authorise an initial investigation to establish the relevant facts. The investigator will report his or her findings to the person to whom the disclosure was made, who will then decide whether there is a case to answer and what steps, if any, should be taken. This may include reference to some external authority, such as the

police, for further investigation. The decision may be that the matter would be more appropriately handled under existing procedures for grievance, bullying and harassment, or discipline.

Where a disclosure is made, any person or persons potentially implicated in wrongdoing will be told at an early stage of it and of the evidence supporting it, and they will be allowed to respond.

Should an investigation or referral lead the appropriate College authority to conclude there has been a breach of College discipline, the member or members of staff responsible may, in addition to any civil or criminal proceedings, be subject to disciplinary action in accordance with the [Disciplinary Procedures](#).

The individual making the disclosure will be informed of what action is to be taken where possible, although the need for confidentiality means it may not be possible to share some of the details including, for example, specific information about any disciplinary action taken against another member of staff.

Staff should treat any information about the disclosure, the investigation or its outcome as confidential.

If an individual is not happy with the way in which their concern has been handled or the outcome, it is open to the individual to raise this with one of the other persons specified in section 5 above.

7 Relevant External Reporting

Outside body: The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, the member of staff should not find it necessary to alert anyone externally. The law recognises that in some circumstances it may be appropriate for you to report your concerns to a relevant outside body including:

- the Police;
- the Health and Safety Executive;
- the Environment Agency;
- the Information Commissioner;
- the Department for Business, Energy and Industrial Strategy;
- the Police;

- the Charity Commission; or
- the Channel Police Practitioner.

Advice: Staff are strongly encouraged to seek advice before reporting a concern to anyone external. In most cases you should not find it necessary to alert anyone external but before you do, as well as considering the internal help and support available which is identified above, please seek external advice from:

- **Protect:** If you have any concerns about disclosing a suspected wrongdoing, the independent whistleblowing charity 'Protect', operates a confidential helpline. Staff can call 020 3117 2520 for advice. More information is available on the Protect [website](#).

The media: You should under no circumstances approach a commercial body or the media with details of the suspected wrongdoing. If you approach any such body and / or where your concern is disclosed in a malicious manner or for personal gain, this may make the disclosure unreasonable and the protection given to you by this procedure may be lost. Additionally, the College may consider this to be gross misconduct and disciplinary action may be taken against you.

Queries: If you have any queries about this procedure, you should contact the HR Manager.

Data Protection Policy

Purpose and Scope

1. The purpose of this policy is to ensure compliance with data protection law in the UK (the General Data Protection Regulation, which is incorporated into UK law via the Data Protection Act 2018). Data protection law applies to the processing (collection, storage, use and transfer) of personal information (data and other personal identifiers) about data subjects (living identifiable individuals).
2. Under data protection law, the College is identified as a data controller and as such is subject to a range of legal obligations. For clarity, the University of Cambridge and the other Colleges in Cambridge are separate data controllers, with their own policies and procedures. Sharing of personal information between the University and the Colleges is covered by a formal data sharing protocol.
3. This policy applies to all staff and members of the College, except when they are acting in a private or external capacity. For clarity, the term 'staff' in this context means anyone working for the College at any level or grade (whether permanent, fixed term or temporary) and including (but not limited to) employees, visiting Fellows, workers, trainees, interns, seconded staff, agency staff, volunteers, and external members of College committees. Equally, the term member includes senior members and junior members of the College when they are handling or processing personal information on behalf of the College, except when they are acting in a private or external capacity.
4. This policy should be read in conjunction with:
 - College Statutes and Regulations;
 - staff employment contracts and comparable documents (which outline confidentiality obligations when processing information of the College);
 - policies, procedures and terms of conditions of the College and, where relevant, similar documents of the University of Cambridge with regard to:
 - o information security;
 - o acceptable use of IT facilities (including use of personal devices);
 - o records management and retention;
 - any other contractual obligations on the College or the individual which impose confidentiality or information management obligations (which may at times exceed those of College policies with respect to storage or security requirements – e.g. for funded research).
5. This policy is approved by the Council. It is reviewed at least once every three years. The Council remains responsible for ensuring appropriate resources are in place to achieve compliance with data protection law in line with an appropriate overall risk profile.

Obligations of the College

6. The College upholds data protection law as part of everyday working practices, through:

- a) ensuring all personal information (see Annex) is managed appropriately through this policy;
 - b) understanding, and applying as necessary, the data protection principles (see Annex) when processing personal information;
 - c) understanding, and fulfilling as necessary, the rights given to data subjects (see Annex) under data protection law;
 - d) understanding, and implementing as necessary, the College's accountability obligations (see Annex) under data protection law; and
 - e) the publication of data protection statements outlining the details of its personal data processing in a clear and transparent manner.
7. The College shall appoint a Statutory Data Protection Officer, who will work with the College Data Protection Lead to:
- a) monitor and audit the College's compliance with its obligations data protection law, especially its overall risk profile, and report on such annually to the College;
 - b) advise the College on all aspects of its compliance with data protection law;
 - c) act as the College's standard point of contact with the Information Commissioner's Office with regard to data protection law, including in the case of personal data breaches; and
 - d) act as an available point of contact for complaints from data subjects.
8. The College shall ensure all members and staff are aware of this policy and any associated procedures and notes of guidance relating to data protection compliance, provide training as appropriate, and review regularly its procedures and processes to ensure they are fit for purpose. It shall also maintain records of its information assets.
9. Individual members and staff are responsible for:
- a) completing relevant data protection training, as advised by the College;
 - b) following relevant College policies, procedures and notes of guidance;
 - c) only accessing and using personal information as necessary for their contractual duties and/or other College roles;
 - d) ensuring personal information they have access to is not disclosed unnecessarily or inappropriately;
 - e) where identified, reporting personal data breaches, and co-operating with College authorities to address them; and
 - f) only deleting, copying or removing personal information when leaving the College as agreed with the College and as appropriate.

Non-observance of the responsibilities in paragraph 9 may result in disciplinary action against individual members or staff.

10. The obligations outlined above do not waive any personal liability for individual criminal offences for the wilful misuse of personal data under data protection legislation.

Privacy Notices

Privacy notices, together with advice for Data Subjects and other documentation related to Data Protection may be found on the College website Data Protection page.

Annex

Legal Definition of Personal Information

Personal information is defined as data or other information about a living person who may be identified from it or combined with other data or information held. Some “special category personal data” (formerly known as “sensitive personal data”) are defined as information regarding an individual’s racial or ethnic origin; political opinion; religious or other beliefs; trade union membership; physical or mental health or condition; sexual life; or criminal proceedings or convictions, as well as their genetic or biometric information.

Data Protection Principles

The data protection principles state that personal data shall be:

- processed (i.e. collected, handled, stored, disclosed and destroyed) fairly, lawfully and transparently. As part of this, the College must have a ‘legal basis’ for processing an individual’s personal data (most commonly, the processing is necessary for the College to operate a contract with them, the processing is necessary to fulfil a legal obligation, the processing is in the legitimate interests of the College and does not override their privacy considerations, or they have consented to the processing);
- processed only for specified, explicit and legitimate purposes;
- adequate, relevant and limited;
- accurate (and rectified if inaccurate);
- not kept for longer than necessary; and
- processed securely.

Data Subject Rights

An individual’s rights (all of which are qualified in different ways) are as follows:

- the right to be informed of how their personal data are being used. This right is usually fulfilled by the provision of ‘privacy notices’ (also known as ‘data protection statements’ or, especially in the context of websites, ‘privacy policies’) which set out how an organisation plans to use an individual’s personal data, who it will be shared with, ways to complain, and so on;
- the right of access to their personal data;
- the right to have their inaccurate personal data rectified;
- the right to have their personal data erased (right to be forgotten);
- the right to restrict the processing of their personal data pending its verification or correction;
- the right to receive copies of their personal data in a machine-readable and commonly-used format (right to data portability);
- the right to object: to processing (including profiling) of their data that proceeds under particular legal bases; to direct marketing; and to processing of their data for research purposes where that research is not in the public interest; and

- the right not to be subject to a decision based solely on automated decision-making using their personal data.

Accountability

The College is required under law to:

- comply with data protection law and hold records demonstrating this;
- implement policies, procedures, processes and training to promote 'data protection by design and by default';
- have appropriate contracts in place when outsourcing functions that involve the processing of personal data;
- maintain records of the data processing that is carried out across the College;
- record and report personal data breaches to the Information Commissioner's Office (ICO) within 72 hours of becoming aware;
- carry out, where relevant, data protection impact assessment on high risk processing activities;
- communicate with data subjects, when required;
- co-operate with the ICO as the UK regulator of data protection law; and
- respond to regulatory/court action and pay administrative levies and fines issued by the ICO.

CCTV Policy

1 Introduction and Purpose

This policy sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act in respect of the use of CCTV surveillance systems managed by the College.

The operation of the CCTV surveillance system complies with the principles set out in the General Data Protection Regulation ("GDPR") and the Data Protection Act.

Selwyn College uses a Closed-Circuit Television (CCTV) system with cameras installed to transmit pictures to the Porters' Lodge where they can be viewed on a 'real time' basis. In addition, recordings are made onto the hard disk of a dedicated CCTV server for replay in the event of an incident.

The purpose of the system is: -

1. To create a safer environment for staff and students in the College.
2. To protect property belonging to the College, students and staff.

The CCTV system is used solely for the purpose of security surveillance and, when necessary, the provision of evidence in support of any enquiry or prosecution that is associated with criminal activity committed on College property, the misuse of College rooms or equipment, or the investigation by the College of serious disciplinary offences. Cameras are not otherwise used to infringe an individual's right to privacy.

Operation of the CCTV controls is restricted to members of the Porters Lodge, the IT Office, the Bursar, and other persons authorised by him.

2 Recordings Procedure

The following procedures concerning the use and retention of recordings, are to be followed in order to provide an acceptable level of security and accountability, and to ensure the acceptance of recordings in support of criminal and disciplinary proceedings.

Recordings are retained on the CCTV server for up to 30 days and are then overwritten. If an incident occurs and it is thought that the CCTV system has some evidence on it, then a copy of the relevant part of the recording will be captured and stored, together with a note saying what the incident was, an approximate time, which camera was involved, and the name of the person making the copy. This should be handed to the Head Porter as soon as possible.

3 Viewing Recordings

The Dean, Senior Tutor, Bursar, Head Porter, or person(s) nominated by them, may view recordings. If a recording is viewed, a record is to be kept as to who viewed it, when and for what reason.

Any recorded images requested by the Police in connection with a criminal enquiry will be released to them against an officer's signature.

If the College is asked to retain a recording for evidential purposes, in connection with a criminal activity or a disciplinary process, the Head Porter or the Dean will take possession of the recording for as long as is required, which is usually until one month after the finalization of any court or disciplinary proceedings.

Any request by a third party to view a CCTV recording must be approved by the Bursar.

On no account will CCTV recordings be viewed by any unauthorised person, or removed from the Porters Lodge without the specific approval of the Dean, Senior Tutor, Bursar or Head Porter.

Staff are informed that misuse or unauthorised use of the CCTV system will be considered as a serious disciplinary matter.

4 Additional Information

The Head Porter, or a nominated deputy, is responsible for ensuring that the CCTV equipment is maintained in a suitable condition.

The Head Porter, or a nominated deputy, is responsible for ensuring that all image captures are given a unique reference number.

The Head Porter, or a nominated deputy, is responsible for destroying any images once their use for evidence has been completed, and for making the relevant entry in the CCTV register.

The Head Porter, or a nominated deputy, is responsible for ensuring that the CCTV logbook is kept in a suitable manner. Old logbooks should be kept for a period of one year.

The CCTV system is owned and operated by Selwyn College, Cambridge, CB3 9DQ and is in use all year round. The College is the 'data controller' for the images and recordings produced by the CCTV system and is registered with the Information Commissioner's Office (registration number Z5808003.)

This policy has been written following current guidance from the Information Commissioner's Office. It describes the purpose, use and management of the CCTV surveillance system to ensure it meets all relevant regulatory and legislative obligations.

The CCTV system is designed to ensure maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

10 Breaches of Policy

Any breaches of the GDPR in relation to access, monitoring, recording, or retention of CCTV images must be reported to the College Data Protection Lead (who is currently the Bursar).

11 Compliance

The management and use of the CCTV surveillance system will be audited annually by the Compliance Officer, reporting to the College Data Protection Lead, to ensure compliance with current legislation.

12 Enquiries, Complaints and Concerns

To make an enquiry or raise a concern about the College's data protection policies or data processing activities, or to make a data subject access request, please contact:

College Data Protection Lead Selwyn College
Cambridge CB3 9DQ
Email: dataprotection@sel.cam.ac.uk

To raise a concern or make a complaint regarding the College's handling of a data subject access request or data processing activities, please contact:

Data Protection Officer
Office of Intercollegiate Services 12b King's Parade
Cambridge CB2 1SJ
Email: College.dpo@ois.cam.ac.uk

13 Policy Review

This policy is reviewed by the Compliance Committee and approved by the College Council.

IT Acceptable Use Policy

The College network is made available for the use of students, fellows, staff, and visitors for communication with others in Selwyn College, in the University of Cambridge, and on the internet generally, subject to the following conditions of use. This policy is focused on non-academic staff.

1. Since the College is connected to the Cambridge University Data Network (CUDN), and thence to the Joint Academic Network (JANET), any user must conform to the Acceptable Use Policies of both the University and JANET. See <https://help.uis.cam.ac.uk/policies> for applicable University policies.
2. The network is to be used primarily for professional purposes, including academic and personal use. Recreational use is permitted, but only on the understanding that authorized professional and academic use must have priority at all times.
3. No member of non-academic staff shall use IT facilities for private financial gain or for commercial purposes, including consultancy or any other work outside the scope of official duties or functions for the time being, without specific authorization to do so.
4. There must be no interference with the work of another user or any activity which would jeopardize the integrity of data networks, computing equipment, systems programs, or other stored information, by any deliberate, careless, or unlawful act. This means in particular that each user must follow instructions for registering a computer, and must not attempt to use any other IP address than that which is allocated by the College. Also, a user is required to put in place, and keep up to date, appropriate security software including a personal firewall, an anti-virus program. Other programs, including the operating system, must also be kept up to date.
5. Excessive use of the network is not permitted, as the College has finite capacity shared between all its users of the systems. Users are asked to be mindful of their use of bandwidth intensive applications, such as streaming media, and the possible impact on others.
6. Unlawful activities are not permitted, including, but not limited to:
 1. any infringement of copyright. This means that downloads of video or sound are only permitted if the user has been granted, by payment of a fee or otherwise, permission to make a copy. The onward transmission to others of copyright material is also prohibited unless the copyright holder has granted permission for this.
 2. Distribution of offensive material and material intended to, or likely to, harass, distress or defame.
 3. Any infringement of the College's obligations under the Prevent legislation.
7. The use of peer to peer software for downloading or streaming copyrighted materials is strictly forbidden.

Breach of Conditions

In the event of a breach of the Acceptable Use policy the following process would normally apply:

1. The College systems, or UIS, alerts the IT department to unreasonably high traffic or other apparent abuse.
2. An initial investigation by the IT Department will be conducted to establish if there is evidence of network abuse, deliberate or negligent generation of excessive traffic, copyright infringement or other illegality.
3. If, in the opinion of the IT Department, there is evidence of network abuse, deliberate or negligent generation of excessive traffic, copyright infringement or other illegality, the individual concerned may be warned or, dependent on circumstances, immediately disconnected from the network, or in the instance of possible illegality or misconduct, the case would be referred to the Head of Department, Operations Manager or Bursar as appropriate. Further disciplinary action would be under the College's normal disciplinary process.

Staff Use of IT Policy

1 Introduction

This document provides guidance to all staff users on the acceptable use of College IT facilities. Legislation such as the Human Rights Act 1998, the Data Protection Act 2018, and the Regulation of Investigatory Powers Act 2000 have highlighted issues relating to employee's privacy and the employer's right to monitor, intercept and/or retain copies of communications on its IT systems.

The purpose of this policy is to set out what is regarded as acceptable use by College staff of email and internet facilities and the general circumstances under which monitoring and/or retention of copies of communications or monitoring of an individual's use of these facilities may occur. The policy is intended to make staff aware of their obligation to use such IT services responsibly, professionally, ethically and lawfully and to make them aware of the rights and activities of the College with regard monitoring such systems. The guidance provided should help to safeguard the interests of both members of staff and the College.

2 General Principles

The College encourages the use of electronic information systems such as the Internet and email systems and recognises that these facilities are essential to the work of the College. The IT facilities are the property of the College and primarily provided for official College business. Such College systems are therefore not to be considered private by its users, and the whole of this policy must be read in the context of this point, albeit that the College attempts wherever practicable and reasonable in all the circumstances to safeguard the privacy of its employees and users. It is accordingly recognised that there are occasions when employees might legitimately make reasonable use of their email or Internet access for personal purposes. Such reasonable personal use is permitted as long as it does not interfere with the performance of the employee's duties, does not incur unreasonable cost to the College, nor cause damage or difficulty to the College's IT facilities, nor any difficulty or distress to others. Guidance on what constitutes 'reasonable' use is given in the sections below.

The College's IT Department routinely monitors the overall patterns of usage of the College's IT services. It does not, in the normal course of events, specifically identify the use made of facilities by any individual member of staff. However, all staff should be aware that the College will undertake monitoring of an individual's email or internet, and where duly authorised in accordance with this policy, in order to investigate potential misuse or abuse of these facilities. The circumstances under which such monitoring is undertaken are outlined in Section 5. Cases of misuse of IT facilities by

College staff will be referred to the College authorities to be dealt with according to the relevant staff disciplinary procedures.

The College is fully aware of, and has carefully considered, its obligations under the Data Protection Act 2018 and the other relevant legislation which governs the College's use and monitoring of its electronic information systems and has reviewed its business practices in the light of these legal obligations together with the guidance provided by the Government's Information Commissioner. Certain interception and monitoring is both lawful and necessary as set out in Section 5. We aim to be as open as possible about the monitoring that the College carries out. In all cases it is our aim that monitoring should, as far as possible, not be intrusive, and we try to ensure that we provide or direct you to alternative methods of communication in order that you can keep your personal life private, and to afford you a reasonable level of privacy within the workplace.

This policy applies whenever a member of staff accesses the College systems using on-site facilities or remotely. The College reserves the right to update this policy from time to time. Any amended policy will be made available on the College intranet.

3 Electronic Mail (Email)

Email is an important and efficient means of communication which is used to conduct much of the College's business. It is therefore important that all College staff have, and regularly use, an email account. All College staff in are provided with a University crsid (username) and email address of the standard form: <csid>@cam.ac.uk.

You should note that centrally maintained distribution lists (such as all-staff@sel.cam.ac.uk) operate on the standard address assigned to staff.

You must ensure that emails that you are sending comply with College policies. In particular, you must not:

- Send offensive email encompassing all or any form of harassment, discrimination or bullying. Senders of such emails are subject to normal disciplinary rules. Note that unlike purely verbal communications, with email it is normally possible to supply evidence to support a complaint. If you receive an obscene, racist, sexist or defamatory email, whether unwittingly or otherwise and from whatever source, do not forward the email to any other address, except (upon request) to a member of the College IT support staff.
- Knowingly make any inaccurate, defamatory or libellous statements in your emails. An email message is legally equivalent to a letter and can form a contract. For these reasons it is important to take the same care composing email messages as letters. Email messages, like other documents, may also be liable to be

disclosed to the person they are about under the Data Protection Act or in the event of legal proceedings.

- Infringe a third party's intellectual property rights by sending protected material without the necessary rights to do so or without crediting the owner.
- Imply that your message contains the official policy view or intent of the College if it does not.
- Send messages purporting to come from someone other than the actual sender (spoofing).
- Send out unsolicited email messages (spam).

Where the College has reasonable grounds to suspect misuse of email in terms of either the scale of use, or the content or nature of messages, it reserves the right to intercept (if necessary) and to monitor the email including but not limited to the destination, source and content of email (refer to Section 5). The use of email (for either personal or business purposes) to send or forward messages or attachments which are in any way defamatory, obscene, or otherwise inappropriate will be treated as misconduct under the appropriate disciplinary procedure.

4 Personal Use

You may make reasonable use of the College's facilities for personal emails, provided that this does not affect your work and the work of others. If an email is personal, you may wish to make this clear by using the word 'personal' in the subject line. Any member of staff found to be spending lengthy periods of their working day using the email system for non-work related purposes will be subject to disciplinary action.

5 Privacy

All email is intrinsically insecure unless it is encrypted, therefore you should use discretion if information of a confidential or sensitive nature is being considered for transmission by email. You should note that email messages may be seen by system managers and other IT support staff in the course of their duties, just as postcards may be seen by postal workers.

Subject always to the College's rights and the statement about the qualified nature of the privacy afforded to employees and users of the College's electronic information systems, a user's email account and the data associated with it is principally private. You must not attempt to access or read another user's email unless specifically authorised by the owner of the account to do so. In the case of permission being given, for example to a personal

assistant to access email for a member of staff, care must be taken to ensure that third party personal data is not comprised, whether by breach of confidentiality or otherwise.

Requests for access to a user's account, for example in the case of absence of the user where information of importance to the business of the College is likely to be in the account, must be made to the IT Manager. Such access should, in normal circumstances, be carried out with the prior knowledge of the employee. However, where impracticable, inappropriate or if the employee is not readily contactable, then the College reserves the right to access the employee's email account for business related information.

6 Accounts of Staff Leavers

Staff leaving the College should ensure that any non-business-related messages have been removed from their College email accounts. The University Computing service will normally cancel the email account of staff leavers following their last day of service so that senders of new messages receive an error message informing them that the email account is no longer active. Staff with a continuing association with the College (usually academic or research staff) can request the University Computing service for continued access to their accounts or forwarding of messages to an external account (usually for a period of 3 months).

7 Storage and Backup

All emails relating to College business should be stored in line with the appropriate retention period. Staff should consult IT support staff with advice on the archiving of such email communication if they wish to retain such data outside of their active email systems.

Email and file data may be retained beyond the period of a user's employment, and these may include personal email messages if these have not been deleted prior to the departure of the staff member. The reason for the retention of all email is that it is not practicable to differentiate between personal and business emails, it may contain material which is relevant to future claims made against the College or other employees, and facts relevant to the potential liability of you or the College. All retained emails are stored securely, with access limited to authorised persons.

8 Junk Mail (SPAM)

Some of the incoming emails received by College users may be unsolicited (spam), some may be unwanted and some may be dangerous in containing malicious content. The College recognises that spam is a significant problem and the University Information Service takes various precautions to minimise the impact of spam by applying various filters and virus protection software to reduce the incidents of unwanted mail. The following guidelines should be observed by all users:

- Beware of all emails from unknown sources, especially those containing attachments. Delete such messages without opening them. Please also note that emails sent from known sources may have been sent by a virus infected computer, so please watch out for all suspicious email.
- Do not forward or reply to chain emails, offensive messages or those offering products or services. It is not advisable to respond to an offer to be removed from the distribution list of these messages as such action will identify to the sender that the email address is in active use by a real person and may lead to further junk email.
- In most cases it is impossible for the University Information Service or an external service provider to trace the origin of junk mails so such messages should not be forwarded to them. However, in cases where it appears that a serious offence or incident has occurred, these should be reported immediately to the IT Helpdesk.

9 Internet

You may make reasonable use of the Internet for other than strictly work purposes provided it does not adversely affect your work and the work of others. Staff who abuse this privilege will be subject to disciplinary action.

You should be aware that the College reserves the right to monitor network traffic in order to ensure that its facilities are not being used for inappropriate purposes. In particular, you must not:

- Deliberately access material which is counter either to legislation, College policies or to commonly accepted standards, or is likely to be offensive to reasonable people. This includes, but is not restricted to, any sexually explicit or violent material or sites which promote racism or intolerance.

It is possible that accidental access to such material or sites can take place. If you are concerned that such accidental access has taken place you may wish to report your concerns to your Line Manager.

- Attempt to gain unauthorised access to any computer or computer system, whether belonging to the College or any other organisation or person.
- Download executable files for non-work related purposes. These include programs, applications, utilities, screen savers, games, etc. Where files are required for work purposes, you should contact the IT Office for assistance.
- Download or use any data, programs or other software or system facilities in a manner that breaches the licence agreement between the College and the service

provider. It is the responsibility of every user to be familiar with licence conditions, and if in any doubt to verify the position with the IT Office.

10 Monitoring of Email and Internet Use

The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (the "Regulations") are ancillary to the Regulation of Investigatory Powers Act 2000 and allow organisations to intercept, monitor and or retain

communications transmitted over their systems without consent, but having notified its users of the circumstances in which such action may take place, which the College is hereby doing, for the following purposes:

- Establishing the existence of facts
- Ascertaining compliance with regulatory practices or procedures
- Preventing or detecting a crime
- Investigating or detecting unauthorised use
- Ensuring the secure and effective operation of the system.

The College considers that from time to time each of the above circumstances are relevant to the College's operation and the use of its electronic and other systems, and as such reserves its rights as afforded to it under the Regulations.

It should be noted however that the College does not routinely monitor the content of information stored or transmitted in electronic format. It will normally only undertake monitoring of an individual's email or internet usage (and content where appropriate) in order to investigate potential misuse or abuse of these facilities. The consent of the individual member of staff, whilst not required where the law and/or this policy specifically permit the College to monitor its email, internet and telecommunications systems, will normally be sought unless, (a) urgent access is required for operational reasons; (b) there is evidence that a member of staff may be misusing facilities to a serious extent which, if corroborated, could result in disciplinary action; or, (c) there is a need to investigate and there is a serious possibility that evidence may be destroyed.

Save as set out in this or other relevant College policy, requests for the monitoring of an individual's use of IT and telecommunication services or the content of such communications require explicit authorisation. The monitoring will be undertaken by IT Office staff. These staff are required to observe the strictest confidentiality when undertaking these activities and they will record or monitor only to the extent necessary to establish the facts of the case. These reports will be made to the Bursar who will determine the actions that need to be taken in any particular case.

Information obtained through monitoring will only be used for the purpose for which the monitoring was carried out, unless the monitoring leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of health and safety rules that put other workers at risk.

The College does not carry out any covert monitoring of its staff, unless having taken advice, it considered that it was justified and had been specifically authorised by the Bursar or designate. The situations in which such monitoring might be justified are where there are grounds for suspecting criminal activity or equivalent malpractice, and that notifying individuals about the monitoring would prejudice its prevention or detection.

11 Use of Social Media

Employees should be aware that their social media accounts can be linked to their employment at the college, and they should therefore take care that there is nothing that brings the College or themselves into disrepute.

Employees who participate in online communication which brings themselves or the College into disrepute could be subject to disciplinary action under the College's [Disciplinary Procedure](#).

Communications Policy

- 1 **The media:** You must not make contact with or communicate with any member of the press or media or anyone so connected, on behalf of the College unless you have obtained the prior permission of the designated communications officer – currently the Master.
- 2 **Authorised:** The person authorised to give press releases will be the Master.
- 3 **Statement:** If you are approached by any member of the press or media to make a statement on behalf of the College, you should decline to make any statement whatsoever and refer the matter immediately to the Master.
- 4 **The public:** In addition to the prohibition on making statements to the media you must not at any time make any statement or publish any information in any form to any person, group, company or organisation, whether on your own behalf or on behalf of the College, which includes in staff meetings or any conversation regarding any incident or allegation:
 - involving any current or former member of staff or student of the College; and
 - which is under investigation by the College and / or the relevant authorities or is likely to be the subject of such an investigation.
- 5 In particular you must under no circumstances divulge the name or any other information which could reveal the identity of a member of staff or student accused of a criminal offence involving another member of the College or any information that could identify the person making the allegation save for in accordance with the Whistleblowing Policy, if appropriate.
- 6 **Social media:** You should take care that your personal social media accounts do not carry information about the College or its members in a way that could be interpreted as communication about current issues or that would breach the privacy of others. You must not publish content that would bring the college into disrepute. Please see the [Staff Use of IT Policy](#) for more information.
- 7 **Gross misconduct:** Any action taken in contravention of this policy may constitute gross misconduct.
- 8 **Reporting your concerns:** Nothing in this policy shall prevent you from disclosing any concern in accordance with the [Whistleblowing Policy](#). Reporting your concerns in accordance with this procedure is actively encouraged by the College, but it must be in line with the Whistleblowing Policy.
- 9 **Statements to proper authorities:** Nothing in this policy shall prevent you from giving a statement to the Police or such other proper authority in co-operation with any criminal investigation.

Smoking Policy

1 Legislative Background

The Smoke-free (Premises and Enforcement) Regulations of the Health Act 2006 requires virtually all workplaces and enclosed and substantially enclosed public places and vehicles used by more than one person to be smoke-free environments. In addition, the College has a duty to provide a safe place and system of work under the Health & Safety at Work Act 1974.

Section 1 of the Health Act 2006 defines smoking as “smoking tobacco or anything which contains tobacco, or smoking any other substance” and states that “smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked”. “Enclosed” means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Marquees are therefore classed as enclosed.

2 No Smoking in College

The College has implemented a ‘No Smoking’ policy in all residential and office accommodation, all common indoor areas, all College vehicles as well as in the gardens and all outside areas other than the designated smoking areas detailed below.

For the avoidance of doubt, the use of e-cigarettes is also prohibited, other than in designated smoking areas.

3 Areas where Smoking is Permitted

Smoking is permitted in the designated smoking areas in the Kitchen Yard and the Rugby Ground side of Cripps Court where receptacles are provided. Smoking areas must be kept clean and well ventilated. Smokers using these areas are expected to keep them tidy and to dispose of any rubbish appropriately and safely. Employees may smoke within the designated areas but only during any recognised rest period or lunch break.

4 Signage

Appropriate signage (as specified in the legislation) has been placed in all College buildings and at the entrances to and within the College and in all College vehicles.

5 Non-compliance

Failure to dispose of cigarette litter properly or to adhere to this policy may result in individuals being fined by the local authority. Disciplinary action may also be taken against anyone smoking or using e- cigarettes or similar equipment in areas where smoking is banned.

6 Review

This Policy is reviewed and approved by the College council every five years or following the introduction of further relevant legislation.

Drugs and Alcohol Policy

1 Drugs

Drugs and substances: For the purposes of this Policy "drugs" covers controlled drugs and the paraphernalia of drugs, psychoactive substances or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse.

Controlled substances: It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the [Disciplinary Procedure](#) to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The College will notify the Police where appropriate.

At work: The College does not permit drugs (other than prescribed drugs) to be used or stored on College premises. Under no circumstances is the sale of drugs (prescribed or not) permitted.

Under the influence: It is strictly forbidden to come to work or to remain at work under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to your Head of Department. If the College considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify your superior), disciplinary action will be taken.

Screening: The College will where it considers it appropriate search and / or screen individuals for drug use. This may be as a result of suspicion against the individual. It is your contractual duty to comply with all reasonable requests to search you or to undergo any blood or urine tests as deemed necessary by the College. An unreasonable refusal to consent will constitute a disciplinary offence. A search may include personal property as well as your person.

Confidentiality: Confidentiality is assured during the screening process and only you, Occupational Health, and the HR Manager will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

2 Alcohol

Alcohol: Alcohol means intoxicating liquor of all descriptions (including beer, cider, wine and spirits).

Storage: The College does not permit alcohol to be stored in personal workspaces on College premises, unless for College purposes and with the agreement of the Bursar.

Under the influence: It is strictly forbidden to work or to remain at work under the influence of alcohol. If the College considers that you are under the influence of alcohol you may be sent home immediately and disciplinary action may be taken.

Entertaining: Any entertaining on or off College premises must be conducted safely. There may be alcoholic drinks at College social functions and the College expects a high standard of behaviour from all Staff. Whilst you are responsible for your own travel arrangements to and from such functions, the College advises that you do not drive a vehicle after consuming any amount of alcohol.

Screening: The College will, where it considers it appropriate, screen individuals who are suspected of being under the influence of alcohol whilst at work in contravention of this policy. It is your contractual duty to comply with all reasonable requests to undergo any blood or urine tests as deemed necessary by the College. An unreasonable refusal to consent will constitute a disciplinary offence.

Confidentiality: Confidentiality is assured during the screening process and only you, Occupational Health, and the HR Manager will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

***Note:** College "premises" includes all land, property, car parks, buildings, structures, lockers, desks, toolboxes, vehicles or equipment owned, leased or used by the College for the conduct of its business. It also includes any external venues which College staff attend, either in a business or social capacity (e.g. the staff Christmas Party).*

Employee Wellbeing Policy

1 Legal Framework

Employers have a duty of care for the physical and mental health and wellbeing of their workers and in line with the Health and Safety at Work Act 1974. Employers must take all reasonably practicable measures to protect the health, safety and welfare of employees at work, including freedom from discrimination in accordance with the Equality Act 2010. Additionally, the Management of Health and Safety at Work Regulations 1999 requires employers to assess health and safety risks, and to introduce prevention and control measures based on those risk assessments.

Definition of wellbeing: Wellbeing is defined as “Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.” The Chartered Institute of Personnel and Development (CIPD).

It is also defined as “...a state of being with others, where human needs are met, where one can act meaningfully to pursue one’s goals, and where one enjoys a satisfactory quality of life.” The Economic and Social Research Council.

2 Policy Statement

The College is committed to ensuring the wellbeing of all employees by providing a working environment, which minimises risk to health and promotes positive wellbeing. It recognises that work has an impact on the mental and physical health of employees, and the College is committed to making that a positive commitment.

3 Scope

Physical and mental health and wellbeing problems can affect anyone, regardless of their position in the College. This policy applies equally to all employees.

This policy complements and supports the implementation of other College policies including but not limited to: [Dignity at Work](#); [Recruitment and Selection](#); [Training and Development](#); [Sickness](#); [Equal Opportunity and Diversity](#); [Flexible Working](#); [Health and Safety Policy](#) and other subordinate health and safety policies.

4 Aims and Objectives

Many factors in the workplace influence the mental and physical wellbeing of individual employees, particular departments or the College as a whole. Understanding and addressing these factors have a wide range of benefits, both for the employees and the College. The College aims to:

- tackle workplace factors that may negatively affect mental wellbeing;
- develop management skills to promote mental wellbeing and manage mental health problems effectively;
- develop a culture based on trust, support and mutual respect within the workplace;
- provide support and assistance for employees experiencing mental health difficulties;
- positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures; and
- recognise that workplace stress is a health and safety issue, and acknowledge the importance of identifying and reducing workplace stressors.

5 Responsibilities

Everyone has a responsibility to contribute to making the wellbeing policy effective.

The Bursar: Has the overall day-to-day responsibility for health and safety matters at the College. The Bursar delegates responsibility for undertaking aspects of these duties through line management and identified roles. The Bursar aims to ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

Heads of Department: Have a responsibility to:

- monitor the workplace - identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable;
- consult appropriately with the members of their team over aspects of their employment, role and anything else which may significantly impact upon their health, especially any planned changes;
- assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement;
- ensure staff are provided with the resources and training required to carry out their job;

- monitor workloads to ensure allocated tasks are capable of being completed within the time and resources allocated and are within the competency of the relevant employee;
- monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement;
- ensure staff are provided with meaningful developmental opportunities; and
- consult with the HR Manager in respect of any member of their team whom they believe would benefit from support from Occupational Health and/or the staff counselling scheme.

Employees: Have general duties under the College's [Health and Safety Policy](#) to cooperate with the College on matters of health and safety, for example, to protect their own health and safety and that of any other person who may be affected by their acts or omissions. Whilst this policy does not impose any additional duties on employees, they are strongly encouraged to:

- disclose any relevant health and wellbeing information to line management to enable the College to identify and implement any support measures to sustain attendance and support health and wellbeing;
- attend Occupational Health where this is recommended and consent to relevant information being disclosed to line management; and
- make use of the College's Employee Assistance Programme and any other support (for example counselling, coaching, training and mentoring) where this is recommended.

HR Manager: Has a responsibility to:

- enable prospective employees to confidentially disclose health issues prior to taking up employment to enable reasonable adjustments to be identified and implemented prior to employment commencing;
- support Heads of Departments to manage health and wellbeing issues within their teams;
- promote employee health and wellbeing;
- ensure competent advice is available for health and wellbeing matters. This will include access to Occupational Health and the College's Employee Assistance Programme (i.e. counselling service).

- organise training and awareness courses on mental wellbeing in conjunction with suitable experts;
- provide advice and support to employees and managers in relation to this policy; and
- monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness.

Compliance and Health & Safety Officer: Must be:

- involved in the risk assessment process;
- allowed access to anonymous data from human resources; and
- able to conduct joint inspections of the workplace to ensure that environmental stressors are properly controlled.

6 Employee Assistance Programme

Via the Health Cash Plan, the College offers employees a 24/7 Telephone Counselling and online support service which can provide information and advice on a range of issues, and up to six face-to-face counselling sessions. More face to face counselling can be obtained from the University Counselling Service via referral from the HR Department.

7 Further Support

Further support, advice or a friendly ear, can be received from any of the following, who will treat the matter in the strictest confidence:

The Chaplain Tel: 35875 Email: chaplain@sel.cam.ac.uk

The College Nurse Tel: 35898 Email: nurse@sel.cam.ac.uk
& Welfare Officer

Further information: If you would like further information regarding your wellbeing, please contact the HR Manager.

Retirement Policy

1 Introduction

Application: This policy is aimed at all of the College's permanent members of staff.

Purpose: This policy is intended to provide guidance on the College's approach to retirement. The College is committed to treating all staff fairly regardless of age and will adhere to the principles set out in the College's [Equal Opportunities and Diversity Policy](#). This policy does not form part of your contract of employment and may be amended from time to time.

2 Retirement

Retirement age: The College does not currently operate a compulsory retirement age for its staff. The College acknowledges that retirement is a matter of choice for each member of staff. The College will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. If the College considers there are problems with your performance due to capability or ill health, these will be dealt with under the [Capability Procedure](#).

Preparing for retirement: The College offers all members of staff who are within two years of their planned retirement date an opportunity to attend a pre-retirement course. This programme will include financial advice and planning, tax, health and legal issues, as well as the emotional issues accompanying retirement. If you are within two years of your intended retirement date and wish to book a place on a pre-retirement course please speak to the [HR team](#).

Phased retirement: The College, may in certain circumstances, be able to accommodate a phased retirement which would involve a gradual reduction in working hours. This will depend on the individual's role and the business needs of the College. If you are interested in gradually reducing your hours before retirement then please make a request in writing to your Head of Department. If you are considering a phased retirement then you should consider the impact this will have on your pension contributions and seek financial advice before making such a request.

Early retirement: If you would like to take early retirement you should seek financial advice on your pension provision and whether your pension scheme rules permit this before making such a request.

Retirement procedure: If you have decided to retire, the College will require your written resignation giving the contractual notice period, as set out in your contract of employment. The College appreciates receiving as much notice as possible and you will not suffer any prejudice for giving earlier notice. You should ensure you notify the Bursary at least 3 months before your scheduled retirement date. The College will meet

with you to discuss any intended retirement dates, hand over plans, pension details and phased retirement, if applicable.

3 Workplace Discussions

Discussions: The College encourages all staff to have workplace discussions with their line manager about their performance, training needs and future aspirations. Your employment prospects will not be prejudiced because you express an interest in retiring. If you indicate that you are thinking of retiring, you are free to change your mind at any time until you have actually given notice to terminate your employment. Your employment or promotion prospects will not be prejudiced because you have expressed an interest in retiring or phased retirement.

Planning: The College values the experience and knowledge of its staff and may require the assistance and co-operation of any member of staff who is considering retiring. Prior to retirement you may be asked to; provide full written details of the status of work projects and future steps, assist in developing a job description, ensuring a smooth handover of work and assisting in training any successor.

4 Pension

You are responsible for taking financial advice and considering your pension provision before making any decision to retire.

5 Post Retirement


Staying in touch: We encourage members of staff who are retiring to remain in contact with the College. Employees who retire from the College can continue to receive invitations to the Christmas Carol Service, Annual Staff Outing, Bursar's Garden Party and the Staff Christmas Party if they complete the [Retired Staff Data Consent Form](#).

Cambridge University Retired Staff Association: Staff retiring from the College are entitled to join the Cambridge University Retired Staff Association. The annual subscription is currently £10. The Association organises a programme of social events throughout the year. If you are interested in joining this Association please contact the HR team for details.

Further information: If you would like further information regarding retirement, please contact the HR Manager.

Forms

Self-Certification and Return to Work Form

| | | | | | | | | |
|---|------------|-------------|------------|--|------------|------------------------------|---|------------------------------|
| <h3>Self-Certification of Absence</h3> <p><i>To be completed by the employee on their first day of return to work. For absences of more than 7 days, a Doctor's Fit Note should be attached.</i></p> | | | | | | |  Selwyn College Cambridge | |
| Name: | | | | Department: | | | | |
| Date of your FIRST day of absence: | | | | Date of your LAST day of absence: | | | | |
| Date you returned to work: | | | | Total number of working days absent: | | | | |
| <p>Reason(s) for absence. I was unfit for work because I was suffering from: You must indicate the exact nature of your illness. General terms such as "feeling unwell" are not acceptable.</p> | | | | | | | | |
| Did you consult a medical practitioner? | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | |
| If yes, were you issued with a medical certificate? | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | |
| Signature: | | | | Date: | | | | |
| <h3>Return to Work Interview</h3> <p><i>To be completed by a Head of Department/Supervisor on the employee's first day of return to work</i></p> | | | | | | | | |
| Did the employee follow correct absence reporting procedures? | | | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| Is the employee taking any medication (prescribed or over the counter) that could affect their ability to drive, operate machinery, or safely complete any other aspects of their work? | | | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| Does the employee have a known disability that has resulted in this period of absence? | | | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| Is referral to Occupational Health required? If yes, contact the HR Manager. | | | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| If the employee does not wish to disclose their reason for absence have you offered an opportunity to discuss this with their Head of Department / the HR Manager? | | | | | | <input type="checkbox"/> N/A | | <input type="checkbox"/> Yes |
| Was the absence due to or exacerbated by workplace factors, incident, or accident? If yes, an investigation should be carried out and the HR Manager informed. | | | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| In your opinion, is the employee fit to resume their duties? | | | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| Fit Note provided. | | | | | | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| Please enter ✓ to indicate when the employee was scheduled to work in the top shaded row and the days they were absent below. | Mon | Tues | Wed | Thurs | Fri | Sat | Sun | |
| | | | | | | | | |
| | | | | | | | | |
| Name: (Head of Department/Supervisor) | | | | Signature: (Head of Department/Supervisor) | | | | Date: |

Please return completed form to the HR Department.

PATERNITY LEAVE REQUEST FORM



Selwyn College Cambridge

You are advised to read the College's Paternity Leave Policy before completing this form. Please return completed form to the HR Department no later than 15 weeks before the baby is due OR 28 days before the child is due to be placed in the case of adoption.

Your Name:

Job Title:

Department:

DETAILS OF LEAVE *(Please complete and delete as applicable)*

The expected week of childbirth/The date the child is due to be placed:

Leave requested from: To:

(NB: this date must be later than the first day of the expected week of childbirth)

| Length of Service at Qualifying Week* | Paternity Leave and Pay Entitlement | Indicate How Many weeks Leave You Wish to Take |
|---------------------------------------|---|--|
| 2 or more years | 2 weeks College Paternity Pay (full pay inclusive of Statutory Paternity Pay) | |
| 26 weeks – less than 2 years | 2 weeks - Statutory Paternity Pay (SPP) or 90% of average weekly earnings if this is less | |

*Qualifying Week: 15 weeks before the baby is due OR the week in which the primary adopter (the person who is taking Statutory Adoption Leave and Pay) are notified of an approved match for adoption OR if adopting from overseas the week in which the child enters the UK or when you want your pay to start.

DECLARATION *(Please complete and delete as applicable)*

I am the baby's biological father OR the spouse or partner of the mother or adopter OR the adoptive parent OR the intended parent (if you are having a baby through a surrogacy arrangement)

I have responsibility for the child's upbringing and I am taking time off work to care for the child or support the child's mother/primary adopter

The information included in this application is correct.

Signed (applicant):

Date of request:

CONFIRMATION BY LINE MANAGER *(Please complete as applicable)*

I confirm I have discussed the employee's plans and arrangements for leave, including ensuring cover for while they are on leave.


Signature:

Date:

Print Name:

Position:

Shared Parental Leave (SPL) Forms

| | |
|---|--|
| <p>CURTAILMENT NOTICE (FORM SPL 1) <i>Bringing Maternity/Adoption Leave (and Pay) to an End</i></p> |  Selwyn College Cambridge |
|---|--|

*You are advised to read the College's Shared Parental Leave (SPL) Policy before completing this form. This form should be used by members of staff wishing to curtail their maternity / adoption leave in accordance with the SPL policy set out in the Staff Handbook. Please return completed form to the HR Department **no later than 8 weeks before you want to start your leave.***

| | | |
|---|------------------------------|------------------------------|
| Your Name: | | |
| Job Title: | | |
| Department: | | |
| <p>I wish to bring my ordinary / additional maternity / adoption leave and maternity / adoption pay (if applicable) to an end to be able to take shared parental leave. <i>(Please delete as applicable)</i></p> <p>I have also (choose one option from below):</p> | | |
| Completed a form providing an opt-in notice to take shared parental leave; or | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Provided a declaration that my partner has provided an opt-in notice to take shared parental leave to their employer and consent to the amount of leave that they intend to take. | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| I wish to end my ordinary / additional maternity / adoption leave on: | Date: | |
| I wish my maternity / adoption pay period <i>(if applicable)</i> to end on: | Date: | |

DECLARATION

| |
|--|
| <p>confirm that the date on which I wish to end my maternity / adoption leave is at least:</p> <ul style="list-style-type: none"> eight weeks after the date of this curtailment notice; and two weeks after I have given birth (where appropriate) or two weeks after the child has been placed with me for adoption; and one week before what would have been the end of my additional maternity/adoption leave. <p>I confirm that my entitlement to enhanced maternity / adoption pay will cease when I opt in to shared parental leave.</p> <p>Signature: _____ Date: _____</p> |
|--|

OPT-IN NOTICE (FORM SPL 2A)

Mother /Primary Adopter's Entitlement and Intention to Take SPL



Selwyn College Cambridge

*This form should be used by members of staff wishing to notify the College of their entitlement to Shared Parental Leave in accordance with the SPL policy set out in the Staff Handbook. Please return completed form to the HR Department **no later than 8 weeks before you want to start your leave.***

Your Name:

Job Title:

Department:

SECTION A: Information which must be provided by employee

I wish to provide the College with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner.

| | |
|--|--|
| My partner's name | |
| My maternity / adoption leave started / is expected to start on | |
| My maternity / adoption leave ended / is expected to end on | |
| My child's expected week of birth is / child was born on / child is expected to be placed with me / child was placed with me | |
| Total amount of shared parental leave my partner and I have available | |
| I intend to take the following number of weeks' shared parental leave | |
| My partner intends to take the following number of weeks' shared parental leave | |
| The total amount of shared parental pay (if applicable) my partner and I have available | |
| I intend to take the following number of weeks' shared parental pay (if applicable) | |
| My partner intends to take the following number of weeks' shared parental pay (if applicable) | |

Indication of SPL dates (if known)

| | |
|---|--|
| I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take) | |
| | |
| | |

SECTION B: Declaration which must be completed by employee

I satisfy / will satisfy the following eligibility requirements to take shared parental leave (*tick and sign as appropriate*)

| | |
|---|-----------------------------------|
| I have / will have 26 weeks' continuous employment at the end of the 'Qualifying Week', or the week I am matched with a child for adoption and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the College. | <input type="checkbox"/> Sign: |
| At the date of the child's birth or placement for adoption, I have / will have the main responsibility, apart from my partner, for the care of the child. | <input type="checkbox"/> Sign: |
| I am entitled to statutory maternity / adoption leave in respect of the child. | <input type="checkbox"/> Sign: |

| | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|
| I have complied with the College's maternity / adoption leave curtailment requirements / returned to work before the end of my statutory maternity / adoption leave period, and will comply with the College's shared parental leave notice and evidence requirements. | <input type="checkbox"/> Sign: | | | | | | | | | | |
| The information that I have provided is true and accurate. | <input type="checkbox"/> Sign: | | | | | | | | | | |
| I will immediately inform the College if I cease to care for the child. | <input type="checkbox"/> Sign: | | | | | | | | | | |
| SECTION C: Declaration which must be completed by employee's partner | | | | | | | | | | | |
| Surname | | | | | | | | | | | |
| Forenames | | | | | | | | | | | |
| Home address | | | | | | | | | | | |
| Place of work | | | | | | | | | | | |
| Partner's National Insurance number | <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | |
| | | | | | | | | | | | |
| I satisfy / will satisfy] the following eligibility requirements to enable the mother/primary adopter to take shared parental leave (<i>all boxes must be ticked</i>) | | | | | | | | | | | |
| I have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the 'Qualifying Week' or the week I am matched with a child for adoption. | <input type="checkbox"/> | | | | | | | | | | |
| I have average weekly earnings of at least £30 for any 13 of those 66 weeks. | <input type="checkbox"/> | | | | | | | | | | |
| At the date of the child's birth or placement for adoption, I have / will have] the main responsibility, apart from the mother, for the care of the child. | <input type="checkbox"/> | | | | | | | | | | |
| I am the father of the child, or am married to / the civil partner of / the partner of, the mother / primary adopter. | <input type="checkbox"/> | | | | | | | | | | |
| I consent to the amount of shared parental leave that the mother / primary adopter intends to take. | <input type="checkbox"/> | | | | | | | | | | |
| I consent to the College processing the information provided in this form and contacting my employer for the purposes of verifying this information. | <input type="checkbox"/> | | | | | | | | | | |
| Signed: (Mother/primary adopter) | Date: | | | | | | | | | | |
| Signed: (Partner) | Date: | | | | | | | | | | |
| <p>Notes</p> <p>The College will contact your employer for the purpose of verifying the information provided on this form. Further information about how the College uses personal data can be found on the College website: http://www.sel.cam.ac.uk/selwyn-College/finances-and-governance/</p> <p>Full details of SPL entitlement are contained in the Staff Handbook. You should inform your Head of Department of this Notice. Should you cease your employment with the College at any time your record will be sent, upon request, to your new employer.</p> <p>You must provide all information requested in this form. If you submit a SPL request form and then subsequently change or cancel the dates, SPL Form 4 should be sent to the HR department. This is your responsibility.</p> | | | | | | | | | | | |

OPT-IN NOTICE (FORM SPL 2B)

Partner's Entitlement and Intention to Take SPL



Selwyn College Cambridge

*This form should be used by members of staff wishing to notify the College of their entitlement to Shared Parental Leave in accordance with the SPL policy set out in the Staff Handbook. Please return completed form to the HR Department **no later than 8 weeks before you want to start your leave.***

Your Name:

Job Title:

Department:

SECTION A: Information which must be provided by employee

I wish to provide the College with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother.

| | |
|---|--|
| The mother / primary adopter's name | |
| The mother's / primary adopter's maternity / adoption leave started / is expected to start on | |
| The mother's / primary adopter's maternity / adoption leave ended / is expected to end on | |
| The mother / primary adopter received / is expected to receive the following periods of statutory maternity / adoption pay / maternity / adoption allowance | |
| My child's expected week of birth is / child was born on | |
| The total amount of shared parental leave the mother and I have available | |
| I intend to take the following number of weeks' shared parental leave | |
| The mother / primary adopter intends to take the following number of weeks' shared parental leave | |
| The total amount of shared parental pay (if applicable) the mother / primary adopter and I have available | |
| I intend to take the following number of weeks' shared parental pay (<i>if applicable</i>) | |
| The mother / primary adopter intends to take the following number of weeks' shared parental pay (<i>if applicable</i>) | |
| Indication of SPL dates (if known) | |
| I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take) | |
| | |
| | |

SECTION B: Declaration which must be completed by employee

I declare that I satisfy the following eligibility requirements to take shared parental leave (tick and sign as appropriate).

| | |
|---|-----------------------------------|
| I have / will have 26 weeks' continuous employment at the end of the 'Qualifying Week', or the week I am matched with a child for adoption and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the College. | <input type="checkbox"/> Sign: |
| At the date of the child's birth or placement for adoption, I have / will have the main responsibility, apart from the mother / primary adopter, for the care of the child. | <input type="checkbox"/> Sign: |
| I will comply with the College's shared parental leave notice and evidence requirements. | <input type="checkbox"/> Sign: |

| | | | | | | | | | | | | |
|--|---|-------|--|--|--|--|--|--|--|--|--|--|
| The information that I have provided is true and accurate. | <input type="checkbox"/> | Sign: | | | | | | | | | | |
| I am the father of the child, or married to, the civil partner of, or the partner of, the mother / primary adopter. | <input type="checkbox"/> | Sign: | | | | | | | | | | |
| I will immediately inform the College if I cease to care for the child or if the child's mother / primary adopter informs me that she has revoked the curtailment of her maternity / adoption leave or pay period. | <input type="checkbox"/> | Sign: | | | | | | | | | | |
| SECTION C: Declaration which must be completed by mother / primary adopter | | | | | | | | | | | | |
| Surname | | | | | | | | | | | | |
| Forenames | | | | | | | | | | | | |
| Home address | | | | | | | | | | | | |
| Place of work | | | | | | | | | | | | |
| Partner's National Insurance number | <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | |
| | | | | | | | | | | | | |
| I satisfy / will satisfy the following eligibility requirements to enable my partner to take shared parental leave: <i>(all boxes must be ticked)</i> | | | | | | | | | | | | |
| I have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the 'Qualifying Week' or the week I am matched with a child for adoption. | <input type="checkbox"/> | | | | | | | | | | | |
| I have average weekly earnings of at least £30 for any 13 of those 66 weeks. | <input type="checkbox"/> | | | | | | | | | | | |
| At the date of the child's birth or placement for adoption, I have / will have the main responsibility, apart from my partner, for the care of the child. | <input type="checkbox"/> | | | | | | | | | | | |
| I am entitled to statutory maternity / adoption leave, statutory maternity / adoption pay or maternity / adoption allowance in respect of the child. | <input type="checkbox"/> | | | | | | | | | | | |
| I have curtailed my maternity / adoption leave / returned to work before the end of my statutory maternity / adoption leave period. | <input type="checkbox"/> | | | | | | | | | | | |
| I consent to the amount of shared parental leave that my partner intends to take. | <input type="checkbox"/> | | | | | | | | | | | |
| I will immediately inform my partner if I no longer meet the requirements to curtail my maternity / adoption leave (and pay, if applicable). | <input type="checkbox"/> | | | | | | | | | | | |
| I consent to the College processing the information provided in this form and contacting my employer for the purposes of verifying this information. | <input type="checkbox"/> | | | | | | | | | | | |
| Signed: (Partner) | Date: | | | | | | | | | | | |
| Signed: (Mother/primary adopter) | Date: | | | | | | | | | | | |
| <p>Notes</p> <p>The College will contact your employer for the purpose of verifying the information provided on this form. Further information about how the College uses personal data can be found on the College website: http://www.sel.cam.ac.uk/selwyn-College/finances-and-governance/</p> <p>Full details of SPL entitlement are contained in the Staff Handbook. You should inform your Head of Department of this Notice. Should you cease your employment with the College at any time your record will be sent, upon request, to your new employer.</p> <p>You must provide all information requested in this form. If you submit a SPL request form and then subsequently change or cancel the dates, SPL Form 4 should be sent to the HR department. This is your responsibility.</p> | | | | | | | | | | | | |

PERIOD OF LEAVE NOTICE (FORM SPL 3)

Requesting SPL Dates



Selwyn College Cambridge

Your Name:

Job Title:

Department:

I confirm that:

I have already submitted an opt-in notice of entitlement and intention; and the start date of my first period of shared parental leave that I wish to take in this request is at least eight weeks after I have provided this notice.

Please complete either section A or section B.

SECTION A

Please complete if your child has already been born or placed with you for adoption or if you know the exact dates on which you would like to take shared parental leave.

I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take)

SECTION B:

Please complete if your child has not yet been born or placed with you for adoption, and you wish your shared parental leave to start either on the day on which your child is born or placed with you for adoption, or a specified number of days after the day on which your child is born or placed with you for adoption.

I wish my shared parental leave to start on the day on which my child is born / the following number of days after the date on which my child is born / placed with me for adoption

I wish my shared parental leave to end the following number of days after the date on which my child is born / placed with me for adoption

Signed:

Date:

Notes

You can request to take SPL in one continuous block, or as a number of discontinuous blocks of leave (with the College's agreement). A maximum of three requests for leave can normally be made by each parent.

Apart from in exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about SPL dates on a combined total of three occasions. The College therefore recommends that you and your partner think carefully about your SPL before submitting this form.

You must provide all information requested in this form. Full details of the SPL policy are contained in the Staff Handbook.

Please return completed form to the HR Department.

**VARIATION / CANCELLATION OF LEAVE
NOTICE REQUEST (FORM SPL 4)**



Selwyn College Cambridge

Your Name:

Job Title:

Department:

I previously provided the College with notice of my proposed shared parental leave in a period of leave notice dated --/--/----.

I now wish to amend my shared parental leave request.

I had already notified the College in my period of leave notice or a variation of period of leave notice (*if applicable*) that I would be taking the following periods of shared parental leave

I wish to cancel my period of leave notice.

VARIATION OF LEAVE REQUEST

I now intend to take shared parental leave on the following dates instead (*please include the start and end dates for each period of leave that you now intend to take*)

I have already notified the College of the following periods of statutory shared parental pay (*if applicable*):

Signed:

Date:

Notes

This notice cancels or amends a period of SPL that you provided in a previous period of leave notice.

You are able to give three request notices for SPL. A variation notice counts towards your three requests for SPL.

You must provide all information requested in this form. Full details of the SPL policy are contained in the Staff Handbook.

Please return completed form to the HR Department.

REVOCATION NOTICE (FORM SPL 5)

Revoking a Maternity / Adoption Leave Curtailment Notice



Selwyn College Cambridge

Your Name:

Job Title:

Department:

Date of maternity / adoption leave curtailment notice
--/--/----

I previously notified you that I wished to end my maternity / adoption leave
on
--/--/----

I no longer wish to end my maternity / adoption leave and would like to revoke my maternity / adoption leave curtailment notice. I would also like to revoke my maternity / adoption pay period curtailment notice (*as appropriate*).

I wish to withdraw my maternity / adoption leave curtailment notice because:
(*please tick one*)

I have realised that neither the other parent or I are entitled to shared parental leave or statutory shared parental pay and this revocation is within eight weeks of providing my maternity / adoption leave curtailment notice; or

I gave the maternity leave curtailment notice before the birth of my child and I withdraw my maternity leave curtailment notice within six weeks of my child's birth; or

The other parent has died

Signed:

Date:

Notes

You must provide all information requested in this form. Full details of the SPL policy are contained in the Staff Handbook.

Please return completed form to the HR Department.

PARENTAL LEAVE REQUEST FORM



Selwyn College Cambridge

This form should be used by members of staff wishing to request Parental Leave in accordance with the Parental Leave policy set out in the Staff Handbook. Please return completed form to the HR Department no later than 21 days before you want to start your leave.

PART 1 – APPLICATION FOR LEAVE

Section A – Personal Details and Employment

These questions must all be answered.

It is very important that we know if you work full time or part time and the days of the week you work in order that we can calculate your leave entitlement correctly.

If the child has a disability, it affects when you can take leave and how much leave you can take. For the purposes of Parental Leave, a child with a disability is one for whom disability living allowance has been awarded. Please see the Parental Leave policy for details.

Surname

| |
|--|
| |
|--|

Forenames

| |
|--|
| |
|--|

Employment Start Date

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Job Title

| |
|--|
| |
|--|

Department

| |
|--|
| |
|--|

Contract Type

| | |
|------------------------------------|------------------------------------|
| Full Time <input type="checkbox"/> | Part Time <input type="checkbox"/> |
|------------------------------------|------------------------------------|

Working Pattern

Every weekday Monday-Friday Yes No

If 'No' specify working pattern below

Mon Tue Wed Thu Fri Sat Sun

Name of Child (in full)

| | |
|--|------|
| | Age: |
|--|------|

Date of Birth of Child

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Date of Adoption of Child (if adopted)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Does the child have a disability? Yes No

Section B – Details of Leave Requested

In the last tab, include all parental leave (not maternity or paternity leave) taken in respect of this child, including

Start Date of Leave

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

End Date of Leave

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

periods taken with a previous employer.

Previous Parental Leave Taken

| |
|--|
| |
|--|

Parental leave can only be taken in blocks of one to four weeks at any one time, but no more than four weeks may be taken in any year. In the case of a disabled child, the leave can be taken as single days or multiples of a day. All parental leave period is unpaid.

Section C – Declaration

I am applying for Parental Leave to care for the child specified above. The information included in this application is correct. I understand that leave granted will be unpaid.

Signed (applicant) _____ Date _____

This form should now be sent to your Head of Department

PART 2 – DEPARTMENT ACKNOWLEDGEMENT

To be completed by the Head of Department

Leave approved (signature of Head of Department or authorised deputy)

Signed _____ Name _____

Position _____ Date _____

This form should now be sent to the HR Team on HR@sel.cam.ac.uk.

PARENTAL BEREAVEMENT LEAVE FORM



Selwyn College Cambridge

Employees are entitled to two weeks of paid (statutory or full pay) parental bereavement leave if their child or a child in their care has died or been stillborn after 24 weeks of pregnancy. Full Pay includes any entitlement to statutory parental bereavement pay for that week.

Employees should complete this form within 28 days of starting any period of parental bereavement leave, in order that leave can be properly recorded and paid. You are also advised to read the Parental Bereavement Leave and Pay Policy before completing this form.

PART 1 – DETAILS OF LEAVE AND APPLICATION FOR PAY

Section A – Personal Details and Employment

These questions must all be answered.

Questions 6 and 7:

It is very important that we know if you work full time or part time and the days of the week you work in order that we can calculate your leave entitlement correctly.

1. Surname

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
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2. Forenames

| | | | | | | | | | |
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3. Employment
Start Date

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4. Job Title

| | | | | | | | | | |
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5. Department

| | | | | | | | | | |
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| | | | | | | | | | |
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6. Contract Type

| | |
|------------------------------------|------------------------------------|
| Full Time <input type="checkbox"/> | Part Time <input type="checkbox"/> |
|------------------------------------|------------------------------------|

7. Working pattern

Every weekday Monday-Friday Yes No

If 'No' specify working pattern below

Mon Tue Wed Thu Fri Sat Sun

Section B – Details of Leave

8. Date of child's death or stillbirth

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
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9. Dates of leave taken

Start Date

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Finish Date

| | | | | | | | | | |
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Start Date

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Finish Date

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Parental bereavement leave can be taken in blocks of one week, two consecutive weeks, or two separate weeks. It can be taken at any time during the first 56 weeks after the child's death.

Section C – Declaration

The information included in this application is correct.

I declare that:

| | Tick one |
|---|----------|
| I am the biological (or foster) parent, or their partner | |
| I am the adoptive parent, or their partner | |
| I am a surrogate parent, or their partner | |
| I am a parent, or the partner of a parent, who has used a surrogate | |
| I am the natural parent, or their partner, of a child who has since been adopted by someone else, and there is a court order allowing me or my partner to have contact with the child | |
| I or my partner provided day to day care to the child, other than as a paid carer, for the 4 weeks before their death | |

Signed (applicant) _____ Date _____

This form should now be sent to your Head of Department

PART 2 – DEPARTMENT ACKNOWLEDGEMENT

To be completed by the Head of Department

Leave approved (signature of Head of Department or authorised deputy)

Signed _____ Name _____

Position _____ Date _____

This form should now be sent to the HR Team on HR@sel.cam.ac.uk.

PART 3 – HR DEPARTMENT CONFIRMATION OF PAYMENT

To be completed by the HR Department (check relevant box only)

Leave to be paid at Statutory Rate

Leave to be paid at Full Pay

Signed _____ Name _____

Position _____ Date _____

This form should now be sent to the Payroll Administrator.

FLEXIBLE WORKING REQUEST FORM



Selwyn College Cambridge

This form should be used by members of staff wishing to request a change to their working pattern under the Flexible Working Policy set out in the Staff Handbook. It may take up to three months to consider a request before it can be implemented and possibly longer (if agreed) if there are difficulties.

You are advised to give careful consideration to which working pattern will best suit your needs, any financial implications it might have on you where the application involves reduced hours and a drop in salary (including any reduction in pension contributions), and any affects it might have on your Department, together with how these might be accommodated.

| | |
|---|--------------------------------|
| Name: | Job Title: |
| Department: | Date of Joining Selwyn: |
| <p>I wish to make a flexible working request different to my current working pattern. I confirm that I meet each of the eligibility criteria as follows (please tick):</p> <p><input type="checkbox"/> I have more than 26 weeks' continuous employment as at the date of this request.</p> <p><input type="checkbox"/> I have not made a request to work flexibly under this right during the past 12 months.</p> | |
| <p>Please set out the reasons for your request (in particular if your request is to meet caring responsibilities or on health grounds)</p> | |

My Current Working Pattern

My normal working days are as follows:

Every weekday Monday-Friday Yes No

If 'No' specify working pattern below:

Mon Tue Wed Thu Fri Sat Sun

If these change regularly please describe how they change:

My normal working hours are as follows:

from (start) to (finish) with the following breaks:

If your hours change regularly please describe how they change:

My normal place of work is:

My Requested Working Pattern

I would like my hours of work to change as follows:
(specify preferred changes to days of work, hours of work, or location of work)

Please tick:

- I would like the change to be a permanent change to my contracted working pattern, and understand that, if agreed, the decision cannot be reversed without agreement.
- I am seeking a temporary change to my contracted working pattern and would like this to last until (date).

I would like the change to take effect from (date).

Impact the changes may have on the College and my colleagues

How will you be able to continue to perform all current duties within the proposed working pattern?

If you will not be able to perform all your duties, what duties will be affected?
(Please refer to your job description.)

How do you think your duties could be reallocated?

Please list your colleagues who may have to cover your work:

For us to consider your application and alternative ways of providing a service, please outline how your request might affect the service to students and/or staff:

If your role involves supervision of staff, how will this proposal affect your provision of supervision, communication, training, support etc.?

Additional Information

Please state here any additional information you may wish to provide to support your application.

Signature:

Date:

TRAINING FUNDING REQUEST AND REPAYMENT AGREEMENT FORM



Selwyn College Cambridge

To be used for requests for support in undertaking courses of study for those working towards a recognised qualification or attending a training course over a period of weeks or months.

| | | |
|-------|-------------|------------|
| Name: | Department: | Job Title: |
| | | |

Study Details

| | |
|--------------------------------|--|
| Course Title or Qualification: | Name of Training Provider and/or Training Venue: |
| | |
| Days and Times of Attendance: | |
| | |

Training Fees

| Course Fee £ | Exam Fee (if applicable) £ | Other Associated Fees, Subscriptions etc. (if applicable) £ | Total Cost £ |
|---------------------------------|----------------------------------|---|-----------------|
| | | | |
| Total Cost Requested (£) | | % of College's Agreed Contribution | |
| | | | |

Continuation of Service

The College expects you to continue in employment for a minimum of 2 years after the completion of the course. Should you not do so, the following repayment terms will come into effect:

- i) 100% of the cost will become repayable if you leave within 0–6 months of the completion of the course.
- ii) 75% of the cost will become repayable if you leave within 6–12 months of the completion of the course.
- iii) 50% of the cost will become repayable if you leave within 12–18 months of the completion of the course.
- iv) 25% of the cost will become repayable if you leave within 18–24 months of the completion of the course.

Non-completion

You will be expected to repay the full cost of the course to the College by deduction from your wages on terms to be agreed by the Bursar, in the following circumstances:

- i) if you leave the College's employment during the course.
- ii) If you do not complete the course.
- iii) If you fail to meet the attendance requirement of the course.
- iv) If you do not sit any relevant examination(s).

Declaration

I confirm that I wish to accept the College's support to attend the course under the above conditions and agree that the College has the right to deduct any outstanding amounts under this agreement from any wages or other payments due to me on termination of my employment (as detailed above), or on non-completion of the course (as detailed above).

Signed: **Date:**

RETIRED STAFF DATA CONSENT FORM



Selwyn College Cambridge

As a result of the change in UK law, the College needs your consent to maintain contact with you. Your privacy is important to us, and we want to ensure we communicate with you in a way which has your consent, and which is compliant with the terms of the General Data Protection Regulation. Please provide the contact details you would like us to use to keep in touch with you:

Name: _____

Address: _____

Postcode: _____

Email Address: _____

Phone Number: _____

By signing this form you are confirming that the College may hold and process your personal data to keep you informed about news, events and activities. Please tick all boxes that apply:

I **consent** to Selwyn College contacting me by post phone email.

Signed: _____ Dated: _____

If you do not grant consent the College will not be able to use your personal data to contact you to let you know about news, activities and forthcoming events.

Details of how the College processes your personal data can be found on the College website:
<http://www.sel.cam.ac.uk/selwyn-College/finances-and-governance/>

You can withdraw or change your consent at any time by contacting the Compliance Officer at Selwyn College, Cambridge CB3 9DQ or slb54@cam.ac.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

If you **do not** wish the College to contact you please sign below.

I **do not** consent to the College contacting me with details of news, events and activities.

Name: _____

Signed: _____ Dated: _____

Please return the form to the Compliance Officer, Selwyn College, Cambridge CB3 9DQ or via email to compliance@sel.cam.ac.uk

Appendix

1. DBS APPLICATION - List of Valid Identity Documents

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify your current address

If you do not have any Group 1 documents you may instead bring:

- one document from Group 2a; and
- two further documents from either Group 2a or Group 2b

Group 1: Primary Trusted Identity Credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence photocard (full or provisional) (UK / Isle of Man / Channel Islands and EEA)
- birth certificate issued within 12 months of birth (UK and Channel Islands including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: Trusted Government / State Issued Documents

- current driving licence photocard - full or provisional (all countries outside the EEA excluding Isle of Man and Channel Islands)
- current driving licence - paper version (UK / Isle of Man / Channel Islands and EEA; full or provisional)
- birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non-EEA country in which the role is based)
- HM Forces id card (UK)
- fire arms licence (UK and Channel Islands).

All driving licenses must be valid.

Group 2b: Financial / Social History Documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society statement (countries outside the EEA)*
- bank / building society account opening confirmation letter (UK)

- credit card statement (UK or EEA)*
- financial statement - e.g. pension, endowment, ISA (UK) **
- P45 / P60 statement (UK and Channel Islands) **
- council tax statement (UK and Channel Islands) **
- letter of sponsorship from future employment provider (Non UK / Non EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK; not mobile telephone bill) *
- benefit statement - e.g. child benefit, pension (UK) *
- A document from central or local government / government agency / local council giving entitlement e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security (UK & Channel Islands)*
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of application)
- letter from Head or College Principal (UK) for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application)

Note:

If a document in the List of valid identity documents is:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old

2. List of Abbreviations

| Abbreviation | Definition |
|---------------------|--|
| AA | Adoption Allowance |
| AAL | Additional Adoption Leave |
| AML | Additional Maternity Leave |
| AVC | Additional Voluntary Contributions |
| CCFPS | Cambridge Colleges Federated Pension Scheme |
| CCTV | Closed-Circuit Television |
| CIPD | Chartered Institute of Personnel and Development |
| CMP | College Maternity Pay |
| COSHH | Control of Substances Hazardous to Health |
| CUDN | Cambridge University Data Network |
| DBS | Disclosure and Barring Service |
| DSE | Display Screen Equipment |
| ESA | Employment and Support Allowance |
| EWC | Expected Week of Childbirth |
| GDPR | General Data Protection Regulation |
| GP | General Practitioner |
| HMRC | Her Majesty's Revenue and Customs |
| HR | Human Resources |
| HSE | Health Safety and Environment |
| ICO | Information Commissioner's Office |
| IT | Information Technology |
| JANET | Joint Academic Network |
| KIT | Keeping in Touch |
| MA | Maternity Allowance |
| MATB1 | Maternity Certificate |
| NEST | National Employment Savings Trust |
| OAL | Ordinary Adoption Leave |
| OML | Ordinary Maternity Leave |
| PAT | Portable Appliance Testing |
| SAP | Statutory Adoption Pay |
| ShPP | Shared Parental Pay |
| SMP | Statutory Maternity Pay |
| SMP1 | Statutory Maternity Pay Form |
| SPBP | Statutory Parental Bereavement Pay |
| SPL | Shared Parental Leave |
| SPL1/2/3 | Shared Parental Leave Form 1/2/3 |
| SPLIT | Shared Parental Leave In Touch days |
| SPP | Statutory Paternity Pay |
| SSP | Statutory Sick Pay |