

HR policies and procedures

Here are Ealing Council's HR policies, procedures, statutory guidance, forms and schemes listed in alphabetical order:

A - D

[Absences due to the coronavirus](#) Colleagues are reminded of the provisions that already exist for teaching and support staff in schools in circumstances where they are required to self-isolate or are placed into quarantine.

[Absence - Guidance on managing absence and attendance \(pdf\)](#) (December 2021)

This document provides guidance, information and advice to help schools manage absence and attendance issues.

[Absence- application for leave of absence for reasons other than personal illness \(word\)](#)

[Fit note guidance \(pdf\)](#) and [Fit note sample \(pdf\)](#)

[Adoption provisions for school support staff \(word\)](#)

Extract from the local terms and conditions.

[Allegations of abuse against teachers and other school staff \(pdf\)](#) (December 2022) Model procedure on dealing with allegations. See also [staff allegations](#).

[Code of conduct for schools \(pdf\)](#) (January 2024) school staff, volunteers and governors.

[Death in service](#)

What to do if an employee dies in service.

[Disciplinary procedure \(word\)](#) A model procedure for governing boards.

E - I

[Equality Analysis Assessment \(EAA\)](#) - links to equality analysis assessment page.

[Grievance procedure \(word\)](#) A model procedure for governing boards.

[ICT - Professional responsibilities for teachers and school staff when using ICT in schools \(word\)](#)

Advice when using any form of ICT, in or out of school.

[Industrial action guidance for schools January 2023 \(pdf\)](#)

Guidance on strike action for headteachers.

[Industrial action risk assesment template \(word\)](#)

Risk assessment document for strike action that schools may wish to follow.

L

[Legal advice on employment matters insurance scheme details 2024/25 \(pdf\)](#)

Schools legal advice on employment matters. A minimum number of 40 schools will be required to join the scheme for it to be considered viable. [Scheme joining form](#) to be emailed to jbourchier@ealing.gov.uk by **26 April 2024**. [Legal advice operation of scheme 2024/25](#).

[Legal advice on employment matters insurance/mutual scheme claim form \(word\)](#)

[Long term sickness scheme for schools April 2024 \(pdf\)](#)

[Long term sickness insurance claim form \(word\)](#)

M

[Managing unsatisfactory performance \(word\)](#) (revised January 2025)

For support staff only, if school's capability policy is for teachers only and does not include support staff.

[Maternity insurance scheme for schools April 2024 \(pdf\)](#)

[Maternity insurance claim form \(word\)](#)

[Maternity/parenting leave scheme for teachers \(word\)](#) April 2018

[Maternity/parenting policy for school support staff \(word\)](#) March 2015

[Medical capability policy and procedure \(word\)](#) October 2024. A model procedure for governing bodies

[Model staff induction guidance and checklist \(word\)](#) September 2011

P

Pay policies

[Model pay policy 2024-25 NAHT \(pdf\)](#) and [NAHT pay policy guidance 2024-25](#) for schools to consider

[Model pay policy 2024-25 NEU \(word\)](#) and [NEU pay policy checklist for schools to consider](#)

[Joint union advice on school teachers' pay in England 2024-25 \(ASCL, NEU, NAHT\)](#)

[Probation policy and procedure for school support staff \(word\)](#) February 2016
Guidance for schools on probation and model procedure for governing bodies.

R - W

[Recruitment and selection guidelines](#) - links to recruitment guideline and forms

[Redundancies guidance for schools \(word\)](#) updated November 2021

[SEN teachers allowance guidance \(pdf\)](#) September 2010

[Teacher appraisal and capability options](#)

[Teachers' terms and conditions \(word\)](#)

Teacher's terms and conditions in nursery, primary, secondary, day special schools and other teaching services maintained by the council.

[Whistleblowing - model policy \(word\)](#) July 2023.

[Work/life balance- model policy \(word\)](#)

These policies are supplemented by Ealing's [local agreement on terms and conditions](#) and their [implementation \(pdf\)](#). [Summary of local agreement on terms and conditions \(pdf\)](#).

Related services

[HR advice and consultancy 2025/26](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

Last updated: 12 Mar 2025
