

## **SCHOOL STAFF EXIT PROCEDURES**

### **Purpose**

The LA recommends that all schools adopt Staff Exit Procedures to enable the school and the LA to examine the reasons why people leave and to identify any improvements in employment practice that could be made involving recruitment and retention.

These procedures are to be recommended to schools for implementation with effect from 1<sup>st</sup> September 2005. Please note these procedures will not be used for staff who leave a post as a result of redundancy or dismissal. The procedure involves either the completion of a questionnaire and / or the conduct of an interview.

### **School Employee Exit Questionnaire**

The School Employee Exit Questionnaire will be used for all staff in conjunction with an optional exit interview. All staff should be offered the opportunity to discuss their reasons for leaving with their line manager, but have the right to decline the offer. The line manager will ensure that a member of staff leaving a post has the opportunity to complete and send the Employee Exit Questionnaire to the Headteacher, if possible, two weeks before leaving the post. The Headteacher will read, sign and send the Exit Interview Questionnaire to the HR Service. In some cases employees may wish to send their completed questionnaire in confidence to the HR Service. The HR Service will input reason(s) for leaving in Section 1 and 1A on a database for general monitoring. This database will be used only to produce regular monitoring information to help the LA evaluate practice and to assist in the development of good practice within schools.

If, however, an employee has ticked either the discrimination or harassment/and or bullying as the main reason for leaving, the Headteacher or other person as appropriate, should immediately arrange to discuss the matter with the employee and take appropriate action in accordance with the school policies.

If permission has been granted by the employee, the Headteacher will also send a **copy** of Section 2 of the questionnaire to the line manager, if appropriate within the school's structure. If permission is not granted, only relevant information from Section 2 will be shared with the line manager to help with job analysis and review of job description, etc.

### **Documents**

The School Employee Exit Questionnaire is available from participating schools. The documents will also be available on the intranet and from the HR Service.

### **Monitoring and Reporting**

The HR Service will input the information collated from Section I and Section 1A of the School Employee Exit Questionnaires on a database and initially produce three authority-wide reports on a six monthly basis:

- i. Number of school-based employees who have left post,
- ii. Number of Employee Exit Interview Questionnaires completed (as a percentage of i)
- iii. Aggregated summary of data with reasons per professional group and per sector.

The information will not identify individual employee data and will not therefore be taken down to individual schools. Reports would also be run according to sector. However, Headteachers may request their individual school summary data, which could be provided where the numbers leaving are significant over the period in question, and individuals cannot be identified. In due course, once the system and database has been piloted, HR Section will also be able to provide equal opportunities monitoring information e.g. gender, age ethnic origin of the leavers etc.

### **Reporting Dates**

The monitoring report for the period September to March will be reported to schools and SLT in the April and every six months thereafter.