

# **The Societas Trust**

## **HR Policy for the Ongoing Covid-19 Pandemic (updated 23rd September 2020)**

For the period of the ongoing pandemic, all staff who are employed are considered by The Societas Trust (“Trust”) to be key workers and will continue to be required to undertake work, provided they are well enough to do so.

In practice, this means that staff will be required to be available to undertake tasks which are broadly in line with their usual work and commensurate with their grade.

Staff who may require time off to look after their children for any reason may make an application to their Head Teacher for parental leave, which may be unpaid. Such applications will be considered on a case by case basis.

In cases where a staff member is having to self-isolate (including Test and Trace), or has been identified by their setting as at significant risk via an individual risk assessment, the work may be undertaken from home and would not involve direct pupil contact. Examples of work which may be undertaken would include but not be limited to preparing resources, setting of work for pupils to complete remotely, planning, updating monitoring etc. Staff who are available to work will receive full pay. If you have any concerns about either your own welfare, or the welfare of anyone you live with, please speak to your Head Teacher.

Staff who have previously been available for work but then become incapacitated by any illness and unable to work, should ensure that they report this in the usual way to their line manager using the correct reporting arrangements for their setting; they will then be considered to be off sick for the duration of their illness and will receive full sick pay entitlement for the period of which they are unwell. Upon recovery, they should advise their line manager that they have returned and are now available to undertake work.

Where it is not possible for an employee, either in self-isolation or identified as high risk, to complete any work from home due to the nature of their role, the employee will continue to receive full pay and their attendance record will not be affected.