



St Mary's Academy Trust Exit Strategy

Date agreed by HR Committee: November 2019

Date to be reviewed: December 2020

1. Introduction

1.1 It is good practice to undertake exit interviews in order to collect and analyse information with a view to developing retention strategies and also to highlight areas for improvement, which can be fed into the school's strategic plan.

1.2 This policy will be applied to all staff members, except in the case of dismissal or in exceptional circumstances. This policy applies to both teaching and support staff, temporary or permanent.

2. Purpose

2.1 The purpose of this policy is to determine the reasons why staff members are leaving the school and the Trust will utilise this information to ensure it meets its obligation as a good employer. The purpose of the completion of the exit interview form is to:

- Determine and document the reasons staff members leave, to solicit constructive feedback to improve effectiveness and/or efficiency of school operations and/or employee's work life;
- Identify what the school is doing well;
- Analyse information to inform recruitment and retention practices;
- Display openness and integrity by providing all employees leaving the school opportunity to provide feedback;
- Bring to the attention of the senior leadership team where there may have been inappropriate practice to enable any remedial action to be taken;
- Assist in identifying changes and improvements necessary to any existing job for any new employee;
- Contribute to increased long term performance and improve the overall work environment.

3. Sequence of Events

- Employees indicate that they are resigning from their post and submit a letter of resignation which includes the date which will be their final day of service.
- The Headteacher should acknowledge the resignation and issue a standard exit interview questionnaire (Appendix 1) with a covering letter (Appendix 2), within 5 working days of the resignation to the employee.

- The employee completes the Exit Questionnaire returning it to HR at the Trust central offices.
- HR will conduct the Exit Interview at the central offices.
- Where any areas of concern are discovered and/or where patterns of negative answers to questions are identified, the situation will be looked into by the CEO and HR and an action plan should be developed in response to these concerns.

4. General Principles

4.1 Policy Statement

The Trust recognise that the staff are central to the school and that by conducting exit interviews, it provides an idea opportunity to acknowledge their work with the school, and to offer support for their future endeavours. Their good will plays an essential part in maintaining the ongoing positive profile of the school.

4.2 Recording of Information

The information gathered will be analysed by the CEO and HR to identify the areas or determine trends and report results to the HR Committee.

4.3 Serious Issues

If serious matters are raised by the employee during the exit interview the CEO will nominate an appropriate manager to deal with this supported by HR.

4.4 Confidentiality

HR will maintain a confidential central record of the information received via exit interviews which should be used to produce relevant data for the HR Committee.

The CEO and HR will agree how much of the interview is to be kept confidential and what information should be used to suggest improvements to the school.

5. Legislative Requirements

5.1 There is no legislation governing employees' resignations, other than the notice requirements contained in the Employment Rights Act 1996. However, schools should be aware of the following relevant legislation.

6. Procedure

6.1 Application of the Policy

The Headteacher will ensure that this policy will achieve the desired outcomes by:

- Ensuring that staff are aware of this policy

- Treating information as confidential
- Ensuring references are not prejudicial

6.2 Notification of Intention to Resign

Individuals should notify their Headteacher of their intention to resign as soon as possible but giving no less than the period of notice in their contract of employment. As soon as an employee resigns, or indicates they intend to resign, the Headteacher should be made aware. In some circumstances early intervention may assist in retaining staff.

6.3 Exit Interview Questionnaire

If resignation remains the intention, then the Headteacher should provide the individual with a letter (Appendix 2), which invites them to complete an exit interview questionnaire, (Appendix 1) and an offer of an exit interview at a time suitable to the employee before he/she leaves the school with HR.

The Headteacher should also be able to explain the purpose of the exit interview, and encourage the employee to attend. The model letter (Appendix 2), should be adapted to the individual circumstances as necessary.

Completing the exit questionnaire will help focus the employee on the key issues before the exit interview and will assist in eliciting useful information during the interview.

If the employee is not in school during the notice period a questionnaire should be forwarded to their home address. Once completed the questionnaire should be taken by the employee to the exit interview, or returned to the line manager or Headteacher in a sealed envelope marked private and confidential.

A work colleague or trade union/professional association representative may accompany the individual if they wish.

7. Data Impact Assessment

- 7.1 At all stages of this procedure data obtained will be used only for the purpose for which it is intended and will be stored securely with restricted access to those involved in the process. Following the process data will be stored on the electronic personal file for the duration of the teacher's employment with the Trust and for 6 years thereafter. The data will be destroyed at this time using a confidential shredding service.

8. Equality and Diversity

- 8.1 This policy has been impact assessed by the HR Committee, if on reading this policy you feel there are any equality and diversity issues, please contact HR who will if necessary ensure the policy is reviewed.