



Secondment Policy

Name of School	Petersgate Infant School
Date of review	September 2023
Date of next review	September 2024
Reviewed by	Wendy Mitchell Headteacher

School Vision

"for all children to grow into responsible, caring individuals who actively and positively contribute to the community."

At Petersgate Infant School, our vision outlined above is strengthened by our values of safety, caring, achievement, resilience and friendship. These values symbolise warmth, community and cohesion to ensure we are "working together to achieve our best".

As a school, we can apply these values through the following aims:

Aims

- Ensuring everyone stays healthy and safe.
- Ensuring everyone feels valued and has a sense of belonging.
- Providing a high quality learning environment.
- Helping everyone enjoy learning and achieving their best.
- Nurturing and developing the whole child.
- Ensuring everyone makes a positive contribution to the school and wider community.

Safeguarding at Petersgate Infant School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

Petersgate Infant School Policy for Secondments for Hampshire Maintained Schools

1. Policy Statement

- 1.1. This policy has been developed to assist Hampshire maintained schools who may wish to arrange a secondment to or from another HCC maintained school or an HCC directorate, or with schools or organisations outside of Hampshire County Council and its maintained schools.
- 1.2. Other staffing options, which fall outside of this policy, are also available to schools and are mentioned for information, to facilitate understanding of the differences between them and a secondment, and to assist Governing Bodies and Headteachers in making the correct choices for their particular situation. These options include [interim appointments](#) to leadership positions (also see [section 6 of this policy](#)) shared staffing arrangements, acting up arrangements and other [internal staff deployments](#).
- 1.3. Given the variety of types of schools, the following sectors have been defined as follows within this policy:

Sector Type	School Type within sector
HCC school and HCC department	All Maintained schools, i.e. Maintained Nursery, Community, Community Special, Voluntary Controlled, Voluntary Aided, Foundation, Trust n/a
Non-HCC school	Maintained school from another Local Authority
Other public sector organisation or Non-Public Sector Organisation	Further Education (FE) College, Post-16 College, Academy Independent school, non-public sector company

2. Scope

This policy applies to:	- Teachers including leadership, upper pay range, main pay range and unqualified teachers - Support staff
This policy does not apply to:	- Volunteers - Contractors - Agency workers

- 2.1. Academies, and all other EPS customers wishing to arrange a secondment with any other school or organisation must seek advice from EPS in the first instance as their particular circumstances will fall outside of the remit of this policy.
- 2.2. If a school is approached regarding a request for a secondment to a Trade Union role, advice must be sought from EPS. Such a secondment will need to refer to the Trade Union Facilities Agreement, and not this Secondment Policy.

- 2.3. For all initial queries, managers can contact the EPS Helpdesk through the Manual of Personnel Practice: <https://www.hants.gov.uk/educationandlearning/education-personnel-services/manual/contact-us>

3. **How to use this document**

- 3.1. This document provides guidance to employees and managers. Where the term 'you' is used, this refers to the manager.

4. **Benefits of secondments**

- 4.1. A secondment can derive from a school or organisation considering it as a means of achieving a particular short to medium term goal or staffing need, or via request from an employee or another school or organisation. The following are the most commonly recognised benefits of secondments, which are not mutually exclusive:

- **flexible staffing solution** – providing benefits for both the individual and the school or organisation.
- **realisation of efficiencies** – through the creative use of the workforce and the retention of staff.
- **operational** - to maintain the delivery of a service by transferring a secondee to another role to cover a vacancy or anticipated extended absence.
- **developmental** - to broaden or deepen a secondee's experience or add to their skills. This may also include where an employee applies for a fixed-term post and asks to be considered for the post on a secondment basis.
- **project based** - to enable the school or organisation to utilise a particular resource / set of skills and experience to work on a specific project.
- **partnership working** – to help create or build upon partnership working with other schools or organisations, with the wider benefits of sharing and learning that can develop. Such secondments are most likely to occur where strong partnership working is already in place and where there is a specific skill set that is in demand.

5. **Types of secondment**

- 5.1. [Secondments](#) can be for school leaders (Headship, Deputy Headship and Assistant Headship), Teachers and/or Support staff. Arrangements to second to Leadership posts fall outside of the scope of this policy and will always make use of an [Interim Appointment Agreement](#) (see also section 6 of this policy).
- 5.2. In order to ensure compliance with both Local Government powers, procurement and employment law, it is important that a school or organisation is able to distinguish at the outset between a [secondment agreement](#) and a contract for the provision of [consultancy services](#). HCC schools should therefore always seek advice from EPS when considering making use of a secondment.

- 5.3. Schools will find it helpful to identify which secondment is relevant to their situation by using the chart below, before contacting EPS for further guidance and support. If the particular type of secondment required is not listed below, Headteachers should contact EPS for further advice and guidance.

To / From	Type	Note
Within one HCC school or within a federation of schools	Internal	An acting up arrangement within one HCC maintained school or federation of schools, or a decision to deploy staff flexibly across a federation of schools may not necessarily be defined as a secondment
Between HCC schools	External	This can be between any HCC maintained school regardless of whether the Governing Body or HCC is the employer
From HCC department to HCC school	External	HCC maintained schools will need to have regard to the County Council's corporate secondment policy
From HCC school to HCC department	External	This can be from any HCC maintained school to one of HCC's corporate departments
From non-HCC school (non-HCC LA maintained school) to HCC school	External	Secondments from a school in another Local Authority to an HCC maintained school
From HCC school to Non-HCC school (non-HCC LA maintained school)	External	A secondment from an HCC maintained school to a maintained school in another Local Authority
From HCC school to Other Public Sector Organisation; or Non-Public Sector Organisation	External	A secondment from an HCC maintained school to an Academy, Post-16 College, FE College; Independent School or non-public sector company.

- 5.4. Each type of secondment will have different supporting documentation, available from EPS, dependent upon the types of school or organisation involved in the secondment and in addition there is a document that sets out roles and responsibilities when setting up a secondment:

- Template Secondment Agreement or Agreement Letter
- Template Covering Letters (initiating, extending, ending)
- Protocol Document - this covers behind-the-scenes practical elements that may need to happen, particularly around finances, budgets, data inputting etc.

6. Interim Appointments for leadership positions

- 6.1. In certain circumstances a different approach to filling a secondment will need to be followed:
- 6.2. Interim appointments to Headteacher, Deputy or Assistant Headteacher posts are brokered, in HCC schools where there is a short-term need (up to two years), through the HIAS District Manager and will be dependent upon the needs of the school (or schools if a Federation or Collaboration). Such appointments are normally to provide interim cover whilst the school resolves the appointment of a permanent postholder or to cover the absence of the existing postholder. In such cases schools should contact their District Manager and follow the Local Authority Interim Appointment process.
- 6.3. Interim appointments to senior leadership roles in maintained schools in other Local Authorities must be brokered through their Local Authority School Improvement or HR service and in recognition of their Local Authority's policy.
- 6.4. Where an academy or other non-maintained organisation approaches HCC for support to broker an interim appointment for a senior leader, this will be referred to HCC's School Improvement Service (HIAS) to determine whether such support can be provided.

7. Application, recruitment and approval

7.1. Recruitment and application process

- 7.2. The following process may typically be followed when recruiting and applying for a secondment:
- 7.3. The [receiving school](#) will need to ensure that the secondment post exists within their staffing structure, that budgetary implications have been considered, and that the relevant Governing Body approval has been obtained prior to agreeing to create a secondment opportunity, including its replacement arrangements, if applicable.
- 7.4. Staff should be notified of the secondment opportunity in the most appropriate way, taking into consideration the need for equality of opportunity to apply, timeframes available to the school or organisation, local custom and practice, and whether or not the secondment is being brokered by the School Improvement manager.
- 7.5. If there is no internal capacity to fill a secondment, schools may wish to use local partnerships when seeking to recruit, eg using a cluster advert, before making use of the formal recruitment process and Education Jobs website or other media. Whichever approach is used, schools should make it clear whether it is a temporary appointment or secondment opportunity or both.
- 7.6. An employee who wishes to apply must discuss the secondment opportunity with their line manager and/or Headteacher and seek approval prior to making their application.
- 7.7. For all secondments, the school should assess secondment applications through a shortlisting exercise and interview candidates against a set of selection criteria as they would for any other post. Schools should avoid any potential for a discrimination-based claim. Normal pre-employment, CRB and safeguarding checks will need to be undertaken, as appropriate, and be in place prior to the secondment commencing.

- 7.8. It will be important that the receiving school does not confirm the decision to second, to the successful candidate, until they have received confirmation from the substantive line manager in the donor school that they can release the individual for the duration of the secondment.
- 7.9. Arrangements to cover the secondee's substantive post are the responsibility of the [donor school](#), department or organisation and it should be clearly communicated to all parties at the outset whether it is to be left vacant or filled on a temporary basis.
- 7.10. **Approval process – release of potential secondee**
- 7.11. Each application will need to be assessed on a case-by-case basis, and when considering whether or not to approve a request for an employee to be released in order to be able to take up a secondment, a Headteacher may wish to consider the following factors – this list is not exhaustive:
- How the role and its duties will be covered during the employee's absence, taking into account the duration of the secondment.
 - Whether the employee holds specific skills or knowledge which are difficult to replace.
 - Whether the secondment will provide a development opportunity for the secondee and / or others within the organisations involved.
 - Whether there are any planned structural changes at the donor school / organisation.
 - Whether the secondment will further develop partnership working.
 - If an [external secondment](#), different procurement rules will pertain dependent upon the sector type of the organisation involved and it is therefore important that advice is sought from EPS at the outset.
- 7.12. **Secondment not supported / approved by donor school**
- 7.13. On occasions where the secondment cannot be supported or approved by the donor school or organisation, the substantive line manager must communicate the reason for this to the employee concerned. If the employee believes that support / approval for their secondment request has been withheld inappropriately they should raise their concerns with their manager informally in the first instance.
- 7.14. In addition, the employee will need to decide whether they wish to remain in their substantive role and not pursue the opportunity or, accept the opportunity on a fixed-term contract where available (instead of a secondment) and resign from their substantive post. The employee will need to be provided with appropriate information in order that they can consider what implications this has for their service and related benefits and they should be advised to take advice from their Trade Union or Professional Association.
- 7.15. When deciding whether to offer/accept a fixed-term contract in lieu of a secondment the Headteacher/line manager of the receiving school should give consideration to the fact that their school or organisation will be responsible for managing the ending of the contract as they will have become the new substantive employer. Given that this may involve the payment of any redundancy payment that may be due at the end of the contract (if the contract ends on the grounds of redundancy, i.e. the post is no longer required), advice should be sought from EPS.

- 7.16. Given that this will be an appointment to the receiving school, upon the cessation of a fixed-term contract the new substantive employing school is responsible for following the appropriate termination procedure and arranging any necessary redundancy payment, if applicable. Advice should be sought from EPS and the [ending of fixed term/temporary contracts policy](#) should be followed.
- 7.17. **Secondment supported and approved**
- 7.18. Where a secondment is supported and approved by the donor school or organisation, the substantive post (or equivalent) will normally be held open for the secondee to return to for a period of up to 2 years, with a formal review and discussion between the donor and receiving parties after 12 months. (See also [paragraph 9.6](#) of this Policy).
- 7.19. If there is a need for a temporary backfill appointment for the secondment, the normal approach to recruitment should be followed. Types of arrangements that could be considered include use of a temporary contract, back-fill secondment, internal [acting up](#) etc. Advice should be sought from EPS.
- 7.20. Consideration should be given to the terms and conditions, salary and performance management arrangements – [see paragraph 8.14](#)
- 7.21. A copy of this policy document should be provided to the employee.

8. Terms and Conditions

- 8.1. This policy applies to all staff employed in HCC schools whether covered by the School Teachers' Pay and Conditions documents or EHCC agreements. If any other terms and conditions are in use, EPS advice should be sought at the outset.
- 8.2. If the secondee remains on the same terms and conditions (ie: teacher to teacher post or EHCC to EHCC post) they will normally remain the employee of the donor school, and will continue to be paid on the donor school's payroll. Where the terms and conditions of the substantive and secondment posts differ (ie: EHCC to teacher or vice versa) the above arrangements may also differ, and advice should be sought from EPS.
- 8.3. The secondee's existing terms and conditions will remain during the secondment, except where varied as expressed in the Secondment Agreement or Letter, which will be drawn up between the recruiting Headteacher / line manager and EPS.
- 8.4. The secondee will continue to be subject to the donor employer's policies and procedures unless specified within the Secondment Agreement or Letter but must abide by local agreements and working practices in the receiving school / department / organisation.
- 8.5. A secondee will not accrue or obtain any service from the receiving school or organisation during the secondment as they remain the employee of the donor school. Employees should seek advice from their Trade Union / Professional Association.
- 8.6. In the majority of cases Teachers Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) membership will continue to apply. Where there is a change in terms and conditions (e.g. a teacher seconded to a support staff role or a support staff member seconded to a teacher role) further advice should be obtained from EPS.
- 8.7. **Salary**

- 8.8. For an internal secondment (ie within one school or within a federation of schools) advice should be sought from EPS where staff are moving from one set of terms and conditions to another as a result of the secondment (eg teacher to support staff or vice versa). Advice can also be provided on allowances and pension implications where necessary.
- 8.9. During an external secondment staff remain employees of the donor employer. They must continue to be treated fairly in relation to other employees with the donor employer, although they will need to be paid commensurate with the responsibility of the post they are filling for the duration of the secondment. Payment of allowances will need to be evaluated on a case-by-case basis. An employee's allowance(s) may therefore stop or they may become eligible to receive one. Advice regarding reward payment should be sought from EPS in the first instance.
- 8.10. Where the employee's substantive role is within an HCC maintained school or department and they have been seconded within HCC, it is the responsibility of the donor school /department to notify payroll of any changes to the secondee's salary /allowances / pension payments etc. The donor school will need to arrange a budget transfer / park journal with the receiving school to cover the secondee's salary, on-costs, and any other agreed costs, or alternatively they may need to arrange to invoice the receiving school – advice should be obtained from EPS / IBC Payroll as different secondment arrangements will require different approaches.
- 8.11. Where the employee's substantive role is within an HCC maintained school or department and they have been seconded externally, the donor school must agree the intervals at which the receiving school will be invoiced for the cost of the secondee's salary, including on-costs, and any other agreed costs, as they remain employed by the donor school. This may be monthly, quarterly or otherwise.
- 8.12. The secondment letter / Agreement will normally be issued by the receiving school or organisation, however on occasions it may be more appropriate for the donor school to do so, depending upon which employer's legal Agreement is being used. Regardless of whichever school issues the letter / Agreement, it is essential that both schools liaise and agree the content and agree which of them will write to the employee to confirm the details of the secondment; this arrangement should be consistently applied throughout the period of the secondment. All parties should be copied in on the communication, and a copy of the letter/Agreement must be placed on the employee's personnel file held by the donor employer. A template secondment agreement is available from EPS.
- 8.13. This secondment policy and the school salary policies of the donor and receiving school or organisation must be made available to the secondee, as appropriate.
- 8.14. **Performance Management**
- 8.15. Whilst on secondment, the employee's performance should be managed in partnership by the donor and receiving school / department / organisation in accordance with the principles of the donor employer's / school's local performance management process.
- 8.16. The performance management process must be undertaken by the receiving school or organisation with the involvement of the donor school. The receiving school must provide information to the donor school upon return of the secondee in order to enable

the donor school to undertake a review, and/or the receiving school or organisation should be involved in supporting the process.

- 8.17. The outcome of the process will link to the annual salary review and be managed in accordance with the donor employer/school's local policy. The secondee's substantive manager is responsible for liaising with the receiving organisation to arrange how the performance management will be conducted and for ensuring a relevant performance management rating is recorded appropriately in the donor employer's systems.
- 8.18. For secondments of teachers and support staff, on return at the end of the secondment, any salary progression due from the pre-secondment salary point for the previous year's work will be assessed against the performance review provided from the receiving school. Where teachers apply for threshold or threshold progression after a secondment, the receiving school will be expected to assist in this process.
- 8.19. **Safeguarding Issues**
- 8.20. In the event of any child safeguarding issues arising during the secondment, the Headteacher in the receiving school will be responsible for notifying the donor school's employer in order that the appropriate procedures can be followed. The Local Authority Designated Officer (LADO) in the receiving school will take the lead in any such case and will be responsible for keeping the donor employer's LADO fully informed.

9. Extending or Ending a secondment

9.1. Extending a secondment

- 9.2. Where the receiving organisation wishes to extend the secondment, the receiving line manager / Headteacher must, in the first instance, have a discussion with the donating line manager / Headteacher to establish if an extension will be possible for the donating school. If it is, the donating and receiving line manager / Headteacher will agree who should have a discussion with the secondee to establish their wishes.
- 9.3. If the secondee is happy to continue with a secondment extension, the agreed donating or receiving line manager will write to the employee to confirm the extension. A template secondment extension letter is available from EPS. Both the donating and receiving employer must agree the content of the letter and be copied in on the communication, and a copy of the letter must be placed on the employee's personnel file held by the donor employer.
- 9.4. Where the employee's substantive role is within an HCC maintained school or department and they have been seconded within HCC, it is the responsibility of the donor school /department to notify payroll of any extension to the secondment in the normal way.
- 9.5. It is important that all parties recognise that it may not be possible for the donor school / department / organisation to support an extension, in which case the secondee will either return to their substantive post therefore ending the secondment, or resign from their substantive permanent role and accept the extension as a fixed-term contract if available. Should this situation arise the line manager/ Headteacher must contact EPS for further advice before making a decision to offer a fixed-term contract.

9.6. Ending a secondment

- 9.7. Secondments must be for a specified period of time, usually two years or less, with a formal review at 12 months, however occasionally a school / department / organisation may decide they can support a longer secondment, in which case advice should be sought from EPS. Schools and organisations should be aware that under STPCD there is an expectation that a teacher cannot be expected to continue in a temporary role for more than a maximum of two years.
- 9.8. A secondment should also be reviewed at least four months prior to the original end of the arrangement to assess whether it will end as originally planned or be further extended, and to allow sufficient time for any alternative arrangements to be made. The review needs to involve the donor as well as the receiving line manager and/or Headteacher and the employee's views need to be taken into consideration. The employee must be notified of the decision in writing.
- 9.9. If the secondee wishes to end the secondment at any time prior to the agreed end date, they should discuss this with their receiving school line manager in the first instance to see if any issues (that are not of a disciplinary or grievance nature) can be resolved. If it is not possible to resolve the issues, the employee should make contact with the agreed contact person in the donor school. If, as a result of discussions with both the receiving and donor schools the secondee still wishes to bring the secondment to an end before the agreed end date, all parties should work together to identify a mutually acceptable end date, and the employee must give one academic term's notice.
- 9.10. Prior to returning to their substantive post at the end of the secondment, the donor school will meet with the secondee to agree re-induction arrangements.
- 9.11. When the secondment is to be brought to an end and where the employee's substantive role is within an HCC maintained school or department and they have been seconded within HCC, the donor line manager / Headteacher must inform the relevant Payroll in the normal way.
- 9.12. The receiving and donor school should liaise and agree the content of the letter confirming the end of the secondment, and the agreed school will notify the employee in writing that the secondment has come to an end. All parties should be copied in on the communication and a copy placed on the employee's personnel file held by the donor school. A template letter for ending a secondment is available from EPS.
- 9.13. If, due to unforeseen circumstances, organisational change, or a restructure for example, a secondment post has to be deleted, or the secondment arrangement has to change, or is to be terminated earlier than originally planned, the receiving line manager should discuss the situation with the donor line manager / Headteacher who should seek advice from EPS and consult appropriately with the secondee, ensuring that the correct notice, as agreed between donor and receiving school or organisation, is given, in writing.
- 9.14. If a backfill arrangement has been put in place, any early termination of the secondment may have a knock-on effect on other employment arrangements and it is therefore important that the Headteacher / line manager from both the donor and receiving school or organisation discuss the situation at the earliest opportunity and seek advice from EPS, as appropriate.

9.15. In the majority of cases the seconded will return to their substantive post, however there may be circumstances in which this is not possible:

- There may have been an agreement made at the outset of the secondment that the seconded would return to an equivalent post. ([See also paragraph 7.10](#))
- If the substantive post is no longer available, the responsibility falls to the donor school, department, or organisation for redundancy and redeployment as applicable. It should not be assumed that the seconded will be the individual selected for redundancy and advice should be sought from EPS as soon as such a scenario is thought to be likely.
- If the seconded is to be made permanent in their position and the duration of the secondment is less than one year, the school should, as a minimum, advertise the post internally within the school. If the secondment duration has already lasted more than one year, the recruitment process could be flexible. However it is essential that any appointment is based on documented evidence that the seconded is performing at the required standard for the post and any decision not to advertise has due regard to equal opportunities. It is important to note that this is a decision to ringfence a post for a candidate and a selection process should still be undertaken. The Headteacher / line manager should seek advice from EPS regarding any decision not to advertise and any subsequent selection process to be followed in such circumstances.

10. Definition of Terms within this policy

- 10.1. In order to ensure compliance with both procurement and employment law, it is important to clarify the differences between terms that are commonly in use and which have relevance to this policy. Advice must be sought from EPS at the earliest stage when considering making use of a secondment in order that the correct mechanism can be established.
- 10.2. **HCC School** - all maintained schools, i.e. maintained nursery, community, community special, voluntary controlled, voluntary aided, foundation, trust.
- 10.3. **Secondment** - where a member of staff (normally on a permanent contract) is engaged in alternative duties for a specified period of time, within the same or a different school or organisation. These alternative duties may be in the same or different grade and role profile / job description and may, but not necessarily, involve an acting-up payment.
- 10.4. **Internal Secondment** - where a member of staff (normally on a permanent contract) in an HCC school is seconded within one HCC school or within a federation of schools to undertake a particular role within the school or federation.
- 10.5. **External Secondment** - where a member of staff (normally on a permanent contract) in an HCC school is seconded out to work in: an HCC department, a different HCC school, a non-HCC school, a different sector organisation or school.
- 10.6. **Receiving employer** – the employer to whom the employee is seconded.
- 10.7. **Donor employer** – the employee’s substantive employer who they will normally return to at the end of the secondment.
- 10.8. **Acting Up** – a secondment can involve an acting up payment where the seconded works at a higher level than their substantive post to cover the absence of a postholder, pending recruitment activity or to support a project or activity. (See also [paragraph 8.7](#))

of this Secondment Policy). Acting up can also be an alternative method of deploying staff which will always be within one school or organisation, or within a federation of schools; this type of Acting Up deployment falls outside of the scope of this secondment policy.

- 10.9. **Backfill Appointment** – the temporary appointment of an employee to replace the absent secondee in their substantive role for the duration of the secondee's secondment. A backfill appointment may involve a temporary contract, a backfill secondment, internal acting up etc.
- 10.10. **Internal deployment** – other types of internal staff deployment may take place to cover short-term situations, such as an ill-health absence. Such deployments may not involve any change in salary or role profile / job description, e.g. if an LSA is asked to temporarily cover another absent LSA's role. Such staff deployments fall outside of this secondment policy.
- 10.11. **Interim Appointment** - applies when there is insufficient time available to run a recruitment process for a temporary senior leadership position within an HCC school and the school fills the vacant role by seconding an existing Headteacher or Deputy Headteacher. Similarly an Interim Appointment would apply if undertaken by a retired Headteacher who returns for an interim period to assist with a particular HCC school's need. Both these situations will involve EPS although the school's District Manager must be contacted in the first instance, to ensure the Interim Cover Guidance is followed.
- 10.12. **Shared Staffing** – an arrangement whereby one employee is contracted by one school or organisation (the lead employer) to work across one or more schools or organisations. Advice must be sought in these instances to ensure liabilities are appropriately shared across all the involved schools or organisations.
- 10.13. **Secondment Agreement** - constitutes a type of employment contract and as such is exempt from procurement regulations. It is important for a school or organisation to distinguish at the outset between a secondment agreement and a contract for the provision of consultancy services in order that the correct procurement regulations are complied with. Under a consultancy agreement or contract the employer provides consultancy services to another organisation and manages the staff that are providing the services.

11. Support

- 11.1. For all initial queries, managers can contact the EPS Helpdesk through the Manual of Personnel Practice: <https://www.hants.gov.uk/educationandlearning/education-personnel-services/manual/contact-us>

12. Governance

SharePoint ID:	HRDOCID-561776108-116409
Version:	V1.1 – 3 July 2024
Owner	Education Personnel Services