# Staff Exits Policy Tasks for the school checklist

**Policy Number:** SCH 050

**Date:** September 2023

**Aims:**

- This checklist will be filled in by a senior member of staff and / or the School Business Manager (SBM). It covers the tasks The Rackham C of E Primary School will do before and after a staff member leaves employment

- Some jobs will need to be carried out by different members of staff, but a member of SLT will mark them as completed and take responsibility for this document. The tasks that need to be done by someone specific have been marked

- Once the staff member has left the school's employment, this document will be stored for reference alongside the checklist of tasks for departing staff members to complete. Together to provide a complete record of the exit tasks carried out

**Staff exit checklist: tasks for the school**

Exiting staff member's name:

Job title:

Leaving date:

| TASK | NOTES AND EXAMPLES | DATE COMPLETED |
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| Respond in writing to the resignation, and formally agree a notice period/last working day | **This should be done by the Headteacher.**<br>You legally can't refuse to accept a staff member's notice of resignation or force them to withdraw it.<br>You can ask the staff member to reconsider their resignation or consider working beyond their period of notice, but they're not required to do so. | |
| Inform school staff | This is particularly important if the outgoing staff member is a senior or middle leader with management responsibilities.<br>If you're promoting another member of staff to fill the position, tell them first and offer them the job. If they accept, you can tell the rest of the staff that there is a succession plan in place. | |
| Inform pupils and parents/carers | If the outgoing staff member is senior, or has important relationships with pupils, you should tell pupils and parents/carers on the | |

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| | same day to avoid uncertainty and rumours. For example:<br><br>• Inform the pupils in an assembly<br><br>• Send an email to parents/carers on the same day<br><br>If the outgoing staff member has safeguarding responsibilities or provides SEND support to pupils, this might be sensitive or upsetting news. Reassure pupils and parents/carers that the school remains committed to providing the best quality education and (if appointed) their successor has your full confidence. | |
| Resolve any outstanding expenses or salary claims | | |
| Request the deletion of all school data from personal devices | This can be difficult to check, so ask for a written declaration that it has been done. | |
| Make sure all necessary jobs and information has been handed over | If the outgoing staff member has specific responsibilities, make sure these have been reassigned to another member of staff, and that they know where to find the necessary information and documents.<br><br>Ensure any authorisation rights are reassigned to another member of staff.<br><br>Make sure any strategic, operational or financial risks associated with the outgoing employee are reassigned to another member of staff. | |
| Request the return of all school equipment | • Laptops. IT equipment and phones<br>• Keys, fobs or access cards<br>• ID cards and parking permits<br>• Classroom or sports equipment<br><br>It's best practice to make a record of this equipment return, such as signing off on laptop and key returns. | |
| Provide an exit survey and hold an exit interview | **This should be done by a senior member of staff or the outgoing staff member's line manager.**<br><br>This is not a requirement, but it's best practice as it's an opportunity to give and | |

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| | receive feedback. You can't force a staff member to attend an exit interview.<br><br>Exit interviews shouldn't involve governors, unless a senior staff member is leaving.<br><br>For more information and a template questionnaire, see our <u>article</u> on exit interviews. | |
| Remove login access to school IT systems and platforms | **This should be done by 4pm on the staff member's last day teaching or working on the school site.**<br><br>• Email<br>• Staff portals<br>• Remote teaching platforms<br>• Cloud-based document sharing<br><br>You might want to set up automatic email forwarding to another staff member, for example, if the departing staff member is a point of contact for external agencies. This will make sure your school doesn't miss anything important. | |
| Remove the departing staff member's details from the school's single central record (SCR) | **This must be done as soon as reasonably possible after the staff member's last day, but not before due to safeguarding considerations.**<br><br>This is a statutory requirement set out in section 272 of Keeping Children Safe in Education <u>(KCSIE)</u>. | |
| Update your school website | Remove staff members who have left, add incoming staff members, and update the website to reflect any promotions or new roles. | |

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.


**Approved and signed by:**

**Headteacher**


**Signed:**

**Date:**

**Chair of Governing body**

**Signed:** P. Dang.

**Date:**