

Three Counties Academy Trust



Secondment Policy and Procedure

#HR23

Last amended 5th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 30th September 2028.

Statement of intent

At Three Counties Academy Trust (TCAT), we want to invest in our staff and as we move towards greater collaboration with our partner schools and beyond, see the benefit for both the school and the individual in secondment opportunities when they arise, be that internal or external.

This policy applies to all TCAT employees and applies to individual secondments. It does not apply to any form of group secondment, which may occur for business reasons and is likely to be handled under organisational change arrangements.

The Trust Board is committed to providing secondment opportunities to individuals from other organisations where there are mutual benefits to both the individual and TCAT.

The Trust Board is committed to ensuring that it treats its employees fairly and with respect and that it does not discriminate against individuals on the basis of their age, disability, gender, marital status, membership or non-membership of a trade union, race, religion, domestic circumstances, sexual orientation, ethnic or national origin, social or employment status, HIV status, or those who are undergoing or who have undergone gender reassignment.

To that effect, we subscribe to and promote the Secondment Policy and Procedures for all categories of schools (HR023) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR023) Secondment Policy and Procedures for all categories of schools can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.