



St Mary's Academy Trust Exit Strategy

Date agreed by HR Committee: February 2021

Date to be reviewed: February 2023

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 Trusts' 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 Trust. 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 central and school operations and/or employee's work life;
- Identify what the Trust and school is doing well;
- Analyse information to inform recruitment and retention practices;
- Display openness and integrity by providing all employees leaving the Trust an 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. Summary of 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 Manager/Headteacher should acknowledge the resignation and inform HR.
- HR should 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 should complete the Exit Questionnaire returning it to HR by post or email.
- HR will conduct the Exit Interview using either Microsoft Teams or at the Business Centre 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 its operations and that by conducting exit interviews, it provides an ideal opportunity to acknowledge their work with the Trust, and to offer support for their future endeavours. Their good-will plays an essential part in maintaining the ongoing positive profile of the Trust.

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 Trust/school.

5. Procedure

5.1 Application of the Policy

The Manager/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

5.2 Notification of Intention to Resign

Individuals should notify their Manager/Headteacher of their intention to resign as soon as possible but giving no less than the period of notice in their contract of employment.

The Manager/Headteacher must acknowledge the resignation and complete the termination form and send it to the HR and Payroll Inbox.

The Manager/Headteacher must return personal belongings to the individual and arrange for SMAT belongings to be returned, e.g. laptop, ID, and keys.

The Manager/Headteacher must notify HR requesting for an exit interview questionnaire to be issued

The Manager/Headteacher must notify IT to close the individual's e-mail account and their access to SMAT electronic files.

5.3 Exit Interview Questionnaire

HR should then 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.

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 individual is not in school during the notice period, they should then receive the questionnaire via email. Once completed, the questionnaire should be taken by the employee to the exit interview, or returned to HR via email.

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

6. Data Impact Assessment

- 6.1 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.

7. Equality and Diversity

- 7.1 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.