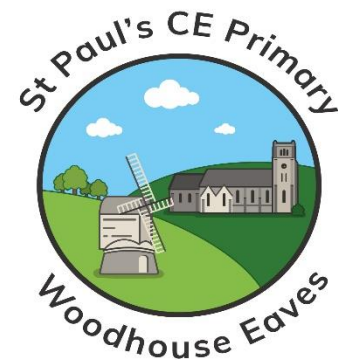


St Paul's CE Primary School

Staff Exit Survey Policy



Adopted by Governing Body – Summer Term 2021

Review schedule- Every 3 years

Next review- Summer Term 2024

School Vision

At St Paul's, we will nurture and inspire all children to enjoy a life-long journey of discovery and friendship. Through God's love and Jesus' teachings, our school community will support each child to flourish as curious, compassionate and resilient citizens with a love of learning.

"Start children off on the way they should go, and even when they are old they will not turn from it."

Proverbs 22:6

In order to fulfil this vision, the Governing Body have agreed this policy.

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1. Introduction

Employees are a school's most valuable resources and the ability to retain and attract excellent members of staff is very important. People choose to leave their current employment for a variety of reasons, including: promotion, more challenge, better rates of pay, personal circumstances and relocation, to name but a few. The school already carries out staff surveys and encourages open and frank discussions within performance management meetings. Alongside these, exit surveys and interviews can give the Governing Body valuable information about how the school is viewed as a place to work and highlight areas for improvement.

2. Purpose

This policy and the associated procedures, sets out our approach to identify why people decide to leave the school so that the Governing Body can satisfy themselves that:

- the school is supporting staff wellbeing and development appropriately
- when staff do leave it is for positive reasons
- there are no work-place issues that remain unresolved.

3. Scope

This policy applies to all school employees who leave voluntarily. It does not apply to those members of staff who:

- have been dismissed on capability or disciplinary grounds
- have resigned during a capability or disciplinary process
- have resigned before a capability or disciplinary process has started but where there are documented concerns
- leave as a result of compulsory redundancy; ill health retirement or under a compromise agreement.

4. Exit Questionnaires

When an employee's resignation is received, the Headteacher will send a letter acknowledging and accepting the resignation and thanking the employee for their service. This letter should also include an invitation to complete an exit questionnaire (see appendix 1).

The member of staff will be assured that any information given will only be shared with the school's senior leadership on a need to know basis and handled with sensitivity. They should also be informed that completion of any exit questionnaire is voluntary.

The Headteacher should also offer the opportunity to discuss the reasons for leaving, in person, so that the information may be gained, even without an exit questionnaire. This meeting could take place informally, with the Headteacher or member of the school's Senior Leadership Team (SLT) or more formally with a member of the Governing Body.

5. Exit Interview

Where the employee requests or agrees to an exit interview, the Headteacher should make arrangements for this to be conducted before the employee leaves the school's employment.

The interviewer should:

- conduct the meeting in private
- explain that the details of the interview will not be used for any other purpose other than monitoring the school's performance as a good employer and will not be attributed to them unless they request otherwise
- ask for consent to hold the information on their personnel file for no more than 6 months, at which time it will be confidentially destroyed

- go through the exit questionnaire. Focus on the facts and offer no opinions (i.e. remain impartial at all times). Employees should not be pressured to answer questions if they do not wish to do so
- consider, after the interview, whether any issues need to be investigated under other procedures e.g. Whistleblowing, Grievance or Disciplinary. If this is the case then HR advice should be sought promptly.

6. Records

Copies of exit questionnaires and notes taken during exit interviews, should be retained, with the member of staff's consent, within their personnel files, for 6 months, after which they will be destroyed within confidential shredding arrangements. The contents of exit questionnaires and interviews will not be used in any reference provided by the school for potential employers.

7. Link with other Policies or Procedures

If it becomes apparent that the employee's reasons for leaving are related to discrimination or harassment they have experienced or if the employee is aggrieved, then HR advice should be sought promptly.

8. Monitoring and review

This policy and associated procedures, will be reviewed every 3 years or sooner, if necessary.

Appendix A- Model Invitation Letter

CONFIDENTIAL

(Name of Employee)

(Address)

Dear (name of employee),

Thank you for your letter of resignation, received on *(date)*. I am confirming acceptance of your resignation and confirming that your last working day will be on *(date)*.

Insert any personal details such as good wishes, thanks etc...

Please find enclosed, a voluntary Exit Questionnaire, which I would be grateful if you would complete and return to me. The purpose of the questionnaire is to seek your views about the school as a place to work. The information that you provide will help the Senior Leadership Team and the Governing Body to review, update and/or replace, as appropriate, existing employment policies, procedures and practices. We value your honest feedback, in order to help us continually improve in these areas.

If you do choose to complete the questionnaire, it will be confidential. Your responses will not be used in any way that will be of detriment to you. Your questionnaire will be destroyed, as confidential waste, no later than 6 months after you have left the school.

You may also wish to have a meeting to discuss this questionnaire at a meeting with the Headteacher, another member of the school's Senior Leadership Team or a Governor. Please indicate this on the form, as you wish.

Thank you for your assistance and with all best wishes for the future.

Yours sincerely,

Appendix B- Exit Questionnaire

CONFIDENTIAL EXIT QUESTIONNAIRE

Job Title: _____

Name (optional, unless you wish to have a meeting) _____

As well as completing this form, I wish to arrange a meeting with:

The Headteacher Another member of the school's SLT A Governor

I do not wish to arrange a meeting

N.B. If, after completing this questionnaire, you feel that you would like to make any other comments, please use an additional sheet.

SECTION ONE:

<i>About Your Job</i>	<i>Comment</i>
1. Were the duties of your job clearly defined?	
2. Did you have an up-to-date job description?	
3. Did your salary reflect your duties and level of responsibility?	
4. What did you enjoy most about your job?	
5. What did you dislike most about your job?	

SECTION TWO:

<i>Working Relationships</i>	<i>Comment</i>
1. How would you describe your working relationship with:	
(a) The Headteacher	
(b) Colleagues in close year groups	
(c) Other employees of the school	
(d) Governors	
(e) External bodies or agencies	
2. Other comments:	

SECTION THREE:

<i>Career Progression, Training and Development</i>	<i>Comment</i>
1. How would you describe your career progression and development?	
2. Did you have regular performance management meetings with your Headteacher/ line manager?	
3. How would you describe the opportunities provided to you to discuss your career progression and development?	
4. Did you have safeguarding/ child protection training?	
5. Were other training and development opportunities made available to you?	

SECTION FOUR:

<i>Wellbeing</i>	<i>Comment</i>
1. How well do you feel that your wellbeing was supported by the school?	
2. Is there anything further the school could have done to support you in this regard?	

SECTION FIVE:

<i>Your Reason/s for Leaving</i> (Please indicate your reasons for leaving. Please use numbers, with 1 indicating your main reason for leaving the school.) You do not have to use them all.	
Another job with better conditions of service and/or pay	
Career change/development	
New job brings better promotion opportunities	
To attend further/higher education	
Domestic commitments/ personal circumstances	
Relocation	
Health issues	
Job not as expected	
Voluntary Redundancy	
Retirement	
Decision not to return after maternity leave	
Workload pressures/ stress	
Other- please give details	

