HR Updates

November 2023

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Disclosure and Barring Service (DBS)

Online Disclosure and Barring Service

- Registered Umbrella Body, covering Hackney Education, Schools and other external organisations or individuals
- We train office staff in schools to be ID verifiers
- Provide DBS reports on requests to schools
- Provide DBS advice to schools concerning process / content

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Disclosure and Barring Service (DBS)

Types of DBS checks

- Enhanced
- Enhanced with children's barred list

What is Regulated Activity in School's?

Working regularly (once a week or more often, or on 4 or more days in a 30-day period, or between 2am and 6am) with children

Governors

All Governors in schools must have an Enhanced DBS check

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Disclosure and Barring Service (DBS)

Free of charge DBS for Volunteers

- Must not receive any payment for the role
- Work placement individuals do not qualify

What to do if there is content on a DBS certificate

- Headteacher to view certificate and meet with individual
- Contact HR for advice if necessary
- Outcome letter and record decision on online DBS system

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Pay Review

Implementation dates by HE School's Payroll Service:

- **Teachers pay** November 2023

- **Support staff:** December 2023

Both available on Services for Schools website

Ex- Employees - written request by an ex-employee schools should pay any monies due from 1 April 2023 to the employee's last day of employment.

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Redundancy Panel Dates

[Falling Rolls](#)

[Panel Timeline](#)

Autumn Term Panel Dates:

- Submission - Friday 1 December 2023
- Circulated - Tuesday 5 December 2023
- **Panel Date - Tuesday 12 December 2023**
- Decision Letter - Friday 15 December 2023
- Appeal - Friday 5 January 2024
- **Appeal Panel Date - Thursday 18 January 2024**
- Appeal Decision Letter - Friday 19 January 2024

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HR CPD Training

Our 2024 Dates:

Managing Organisational change and restructures - 29th February 2024 10am - 12pm

Managing sickness absence: 6th June 2024 10am - 12pm

Booking through this link.

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Questions?

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