



Employment – 4.4 Redundancy Policy

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Policy Statement

Starlings Preschool recognises and accepts its responsibilities to provide job security for its employees as far as possible. As a charity there are many elements out of our control and there maybe the need to reduce staff levels or close.

Procedures

Where reductions in staff begin to be anticipated, discussions will take place at the earliest point to consider if modification of current employment practices or measures can be taken by which dismissal through redundancy can be avoided. The following steps maybe considered:

- A review of the future work rota will be undertaken to establish whether a surplus of staff genuinely exists.
- Staff affected by the redundancies will be identified and designated 'at risk'.
- Additional hours will be reduced or eliminated as appropriate in any situation which may enhance Starlings Preschool ability to secure the employment of 'at risk' staff.

The following procedure is designed to ensure that the system of selection for redundancy should be as fair as possible.

Staff will be informed of the reasons for the redundancy, the numbers of employees being considered for redundancy, the method of carrying out dismissal; and the period over which it is contemplated that the redundancies will take place.



The staff who are identified as 'at risk' will be notified as soon as the Management Committee believes that the staff reductions cannot be avoided. Notice of potential redundancy will be issued in writing to all staff 'at risk'.

Selection for redundancy

It is the employers responsibility to demonstrate fair treatment in selection for redundancy. Starlings Preschool will base its selection procedure on the principle of operational efficiency. Selection for redundancy may include a range of criteria and may consider previous performance.

Alternative employment

An employee at risk of redundancy will be entitled to leave, with pay to seek alternative employment or to seek training before the expiry of notice. For this reason, an employee will be given the earliest possible notification of being 'at risk'.

Where an employee who has been issued with a redundancy notice is offered employment with a different employer from a date before the expiry of the notice, Starlings Preschool will release the employee by that date. These arrangements will be without prejudice to the employee's entitlement to a redundancy payment.

Redundancy Payment

Redundancy payments shall be calculated in accordance with the statutory regulations.

Rights of Appeal

Employees will be given the right of appeal against their selection for redundancy and the disciplinary appeals procedure will be adopted.



This policy was adopted by Starlings Preschool

On 6th September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson