



TITLE		REF	VERSION
Family Friendly Policy		HR0038	2.0
APPROVAL BODY:		DATE	REVIEW DATE
Corporation		19/10/2022	19/10/2024
LEAD PERSON		Group Director of People and Change	
EQIA DATE	28/09/2022	DPIA DATE	28/09/2022

## FAMILY FRIENDLY POLICY

### Policy Statement

Activate Learning is committed to ensuring that, as far as possible, employees are able to combine their career and family responsibilities. Activate Learning recognises that parenthood and family life bring additional responsibilities and seeks to assist employees to balance the needs of their work and their family, whilst conforming to current legislation.

The Family Friendly Policy seeks to provide information and guidance to both employees and managers ensuring they are both supported and guided through often challenging times within their personal lives.

Activate Learning believes that by fostering a positive and supportive environment for employees with their Family Friendly Policy, it will ensure employees are able to be focussed whilst working and promote better health and wellbeing.

### Purpose

Activate Learning strives to provide a supportive working environment for all employees. The Family Friendly Policy ensures that employees are supported throughout their working life when they might meet different challenges, some ongoing such as caring, some planned, as well as those unexpected emergencies.

The Family Friendly Policy also aims to make employees aware of their statutory rights when accessing support whilst providing clear guidance for both them and their managers.

### Responsibilities

Activate Learning employees are all responsible for developing a culture that supports their colleagues with balancing their family life and the responsibilities that come with that, alongside their work.

The Corporation Board are responsible for agreeing and setting a Family Friendly culture within the organisation in line with the needs of employees and the business.

The Group Executive Team are responsible to ensure these values are upheld and demonstrated by themselves and their immediate reports.

Managers are responsible for implementing the policies when and where appropriate seeking guidance when necessary.

Staff are expected to adhere by the Policy upholding the tone in which it is written, not to be abused but to be supportive in balancing their work with the responsibilities of their family.

Group HR are responsible for ensuring the Family Friendly policies are made readily available for staff, Managers are aware and trained to use them and policies are kept up to date conforming to current legislation.

### Scope

This policy applies to all employees within the Activate Learning group.

Agency staff, contractors, consultants and those working under self-employed arrangements are not employees of the College and therefore are not covered by this policy.

The policy is non-contractual and does not form part of an employee's terms and conditions of employment.

### **Family Friendly Policy and Associated Procedures**

The Family Friendly Policy is supported by the following procedures and therefore should be read in conjunction with this overarching policy:

- Adoption and Surrogacy Procedure
- Carers Procedure
- Compassionate Leave Procedure
- Flexible Working Procedure
- Fostering Procedure
- Homeworking Procedure
- Maternity Leave Procedure
- Parental Bereavement Leave Procedure
- Parental Leave Procedure
- Paternity Leave Procedure
- Shared Parental Leave Procedure
- Time off for Dependants Procedure

### **Adoption and Surrogacy Leave**

This policy applies to all employees within the Activate group who are intending to adopt, irrespective of hours worked. The regulations only apply to an employee who has been newly matched through an adoption agency and has elected to be the primary adopter for the purposes of the regulations. Activate Learning fully supports employees adopting a child and encourages them to utilise the policy to help them build a relationship with the adopted child/children.

For those becoming surrogate parents, the legal entitlement to pay and leave is covered by adoption pay and leave and therefore covered by this procedure.

### **Carers Leave**

Activate Learning understands that employees may have caring responsibilities and may need support to combine work with care. We have adopted this policy to demonstrate our support for employees who are carers, and to set out what support is available.

We aim to give carers the same recruitment and career opportunities as everyone else and will give carers as much support as possible to achieve this objective.

### **Compassionate Leave**

Activate Learning understands that employees periodically have difficult times in their lives whether that is with an immediate family member or dependant.

The purpose of compassionate leave is to help employees to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

### **Flexible Working**

Activate Learning believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity. All employees who have a minimum of 26 weeks' continuous service have the statutory right to request flexible working and to have their request considered seriously by their employer. This Policy helps employees understand the options for flexible working and the reason why it may or may not be approved.

Those considering flexible working should also consider the Homeworking procedure contained within this policy.

### **Supporting Foster Carers**

This policy sets out Activate Learning's support for employees who are undertaking the care of a child/children under a foster-care arrangement with a local authority.

It is recognised that, in such cases, employees have specific obligations towards the child/children in accordance with their arrangement with the local authority and that, in some cases, the child/children may require a high level of care.

### **Homeworking**

Activate Learning understands that Homeworking can be beneficial to both employees and the organisation. This can include full-time or part-time at home with the flexibility of a short or long term arrangement.

This procedure explains what it means to be homebased, how to apply for homeworking along with any implications for working within your home environment. It should be read alongside the Flexible Working procedure.

### **Maternity Leave**

Activate Learning fully supports protecting women during their pregnancy, taking maternity leave and enabling them to return to work utilising such procedures such as flexible working. For those choosing to return to work, Activate Learning goes beyond the statutory requirements for pay, encouraging and supporting employees to return to their role.

The procedure ensures employees fully understand their rights, clearly identifying the obligations of Activate Learning as their employer.

### **Parental Bereavement Leave**

Activate Learning recognises that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face.

From April 2020, employees who suffer the loss of a child under the age of 18 have a statutory right to time off; this policy does not depend on an employee's length of service. This procedure fully explains the support Activate Learning are able to provide parents at this time.

### **Parental Leave**

The right to Parental Leave is a statutory right for employees which Activate Learning fully supports within the Family Friendly Policies. The procedure helps employees understand how they may take unpaid leave to spend more time with their children.

This procedure helps employees understand their eligibility to take parental leave and how they might apply for it.

### **Paternity Leave**

As Activate Learning supports pregnant women through the Maternity Leave procedure, the Paternity Leave procedure outlines the benefits and entitlements available to Activate employees who are the partners of pregnant women.

The Paternity Leave procedure also covers the right for an adopter's partner to take two weeks paternity leave.

### **Shared Parental Leave**

The Shared Parental Leave procedure enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Activate Learning supports the purpose for this procedure giving parents more flexibility to consider how to best care for, and bond with, their child.

Shared Parental Leave is a statutory right. This procedure sets out an employee's statutory rights and responsibilities who wish to take statutory Shared Parental Leave including their right to Shared Parental Pay.

### **Time off for Dependants**

Activate Learning recognises the necessity for employees to take emergency leave to look after dependants. The Time off for Dependants procedure explains the employee's statutory right to take time off to manage unexpected or sudden problems relating to a dependant whilst making any necessary longer-term arrangements.

## References

- [Adoption and Surrogacy Procedure](#)
- [Carers Procedure](#)
- [Compassionate Leave Procedure](#)
- [Flexible Working Procedure](#)
- [Fostering Procedure](#)
- [Homeworking Procedure](#)
- [Maternity Leave Procedure](#)
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## Appendices

N/A

