



Policies

FLEXIBLE WORKING POLICY

1. Purpose

Hatch Warren Under Fives and Kempshott Under Fives Preschool, hereafter referred to as the “Preschool” is committed to supporting employees to achieve the maximum potential in their role. Flexible working is simply any type of working pattern which is different to your existing one. Flexible Working is a formal, permanent arrangement as it involves a significant change to your work pattern, such as the number of hours or days you work.

2. Scope

This policy applies to all employees of Hatch Warren Under Fives and Kempshott Under Fives Preschool. The application of this policy is discretionary and does not form part of the employee’s contract of employment.

Preschool reserves the right to amend this policy at any time.

3. Policy details

3.1 Flexible Working

There may be times in your career where you need to make a significant change to your working pattern and we’ll support you as much as possible.

Flexible Working changes are permanent and will form part of your contractual terms and conditions, unless otherwise agreed. If you want to go back to the previous working pattern, you’ll need to make another request.

If you’re requesting a Flexible Working in relation to protected characteristics in the Equality Act 2010, please mention it in your application.

3.2 Criteria for Flexible Working requests

You can apply for Flexible Working if you’ve worked here for 26 weeks continuously and haven’t made any other applications for Flexible Working within the last 12 months.

In line with The Flexible Working Regulations 2014, if you meet the above criteria, you have the right under law to make a statutory application, however it isn’t law for us to approve all requests.

3.3 How to apply for Flexible Working

Complete a Flexible Working Application Form, which you’ll find at the end of this policy and submit it to your manager by hand or email. We’d suggest discussing your application with your line manager before submitting it.

3.4 What happens once a Flexible Working Request has been submitted?

Your manager will consider your request alongside the needs of the business and the benefits to you, and make a decision within three months, unless you and your manager have agreed an extension to this time period.

3.5 Outcome of the request for Flexible Working

All requests are considered on a case by case basis and can result in the following outcomes:

- **Flexible Working request accepted.** If it can be accepted without any amendments, it'll be approved and form part of your contractual terms and conditions. It will begin on an agreed date.
- **Discussion of Flexible Working request.** If we need more information and/or to discuss your request, your manager will arrange a meeting with you. They may bring someone with them you can bring a workplace colleague, Trade Union Representative or Preschool Learning Alliance Representative. In this meeting, you'll be told when you can expect to hear the outcome.
- **Trial period of Flexible Working request.** If there's uncertainty about whether a change can be accommodated, we may suggest a trial period before making any decisions.
- **Flexible Working declined.** We'll do everything possible to accommodate a Flexible Working request, however in certain circumstances it won't be possible, and the request will be declined. We'll explain the reason to you. A Flexible Working request will also be declined if a trial period has been unsuccessful.

You can appeal the decision using the Appeals Policy.

3.6 Withdrawing a flexible working application

If you withdraw an application (or your application is treated as withdrawn) you won't be able to make another application for 12 months. If you don't attend a meeting to discuss the request, including an appeals meeting, or any rearranged meetings without good reason, we'll assume you're withdrawing your application.

3.7 Storing information

We'll keep documentation relating to your Flexible Working request on your personnel file.

This Policy was updated by the Preschool Committee on:

Signed on behalf of the Preschool Committee for the Preschool: