

Extra-Curricular Work Policy			
Current Status	Operational	Last Review:	April 2020
Responsibility for Review:	Group HR Director	Next Review:	July 2022
Approved by:	Senior Executive Team	Originated:	March 2020

1. General/Summary

1.1. This policy relates to both voluntary work and paid contracts of employment with third parties undertaken by employees of SAT. The procedure covers such contracts whether they are undertaken during work time or outside of contracted SAT employment time and whether paid work or unpaid or voluntary work. Each case and the related obligations are considered in turn.

2. Aims

2.1. The intent of this policy is to ensure positive opportunities exist for both Trust staff and the Trust itself whilst ensuring compliance exists with relevant ESFA publications such as the Academies Financial Handbook and the Funding Agreements. This policy sets out the Trust’s position on such arrangements and its intention that staff can be afforded beneficial opportunities which will also have a positive impact on learners.

3. Contractual work undertaken outside of SAT employment time

3.1. For third party contracts that relate to voluntary or paid work outside of the working hours required for the main contract at SAT, the relevant SET line manager must approve the work or volunteer engagement in writing. A copy of the approval should be sent to the Group HR Director with any appeal following a decision, dealt with by the Group HR Director.

3.2. In the case of the respective Principals of the Trust or other staff line managed by the CEO, the CEO will consider such arrangements in relation to those staff as their line manager and any appeals will be heard by the Chair of the Board or a suitable Trustee appointed by the Chair in their absence.

3.3. In the case of the CEO then permission of the Chair will be required in writing with a right of appeal to the Audit Committee.

4. Contractual work undertaken during SAT contracted hours

4.1. In the case of any volunteer work or paid work undertaken during SAT contractual working hours, the same process as above will be used in terms of approval but with the exception that if any remuneration or expenses reclaim is to be retained by the individual then this must be agreed in writing exclusively by the CEO regardless of who the staff member is within the Trust.

- 4.2. In all cases, 100% of funds must be received directly to the Trust in the first instance before any redistribution. If the individual undertaking the work is the CEO then the arrangement must be approved in writing by the Chair of the Board and in the case of the CEO, a right of appeal will exist with the Audit Committee.
- 4.3. Any such work which results in payment being made to a member of the Senior Executive Team employed by the Trust for work undertaken during SAT contractual hours must be paid at a rate that is both proportionate and appropriate, in keeping with sector remuneration, and must be approved and documented by the CEO. It should be considered that such decisions can be seen as questionable and sufficient justification should exist and be documented when such cases are considered by the CEO.

Revision History – Extra-Curricular Work Policy

Revision date	Reason for revision	Section number	Changes made
19/08/20	New layout	Details box	Policy dropped into new format
20/01/21	Sat Review	3.1, 3.2, 3.3	To reflect approval and appeal changes for senior staff as agreed at Dec 2020 Board meeting
14/04/21	Modification	3.1	Change to responsibility of authorisation