

This policy will be reviewed in full by the Senior Leadership Team on an annual basis.

Date the policy was last reviewed and agreed	SLT		SLT	
	Name	Signature	Name	Signature
January 2026	Natasha Smyth			

This policy is due for review up to 12 months from the above date

Staff Redundancy Policy

1 INTRODUCTION

Redundancy is a type of dismissal when a role is no longer needed. We may consider making redundancies if the preschool closes, or if we are changing the type or number of roles we need working in the preschool.

We follow employment advice as recommended by ACAS, (the Advisory, Conciliation and Arbitration Service) is an independent public body in the UK that provides impartial employment advice and is recommended by the government. We will follow all statutory guidance when making redundancies.

2 PROCEDURE

Step 1: Check redundancy is needed

Redundancies are a last resort and will only made if they are deemed necessary in order to safeguard the longevity of the business or if the business has closed. Before starting the redundancy process, we will consider all other options in order to avoid or reduce redundancies.

Step 2: Follow the right process

If we decide that redundancies are necessary, we will follow this policy to ensure that the process is fair.

We will make a redundancy plan which will include:

- all the options we've considered before deciding redundancies might still be needed
- the number of redundancies we're considering
- keeping staff informed and supported throughout the process
- consulting all employees affected, including those off work, for example on maternity or sick leave
- timeframes, for example to leave enough time for consultation
- agreeing on fair selection criteria
- whether redundancy pay and notice periods would be statutory or contractual
- an appeals process for employees who think the redundancy process or their selection has been unfair

Step 3: Inform Employees

We will inform employees as soon as possible when we are considering making redundancies.

We will hold a meeting with all employees, not just those at risk of redundancy. We will explain why we feel redundancies are necessary, how many redundancies we are considering, which roles are at risk of redundancy, how staff will be consulted, and what happens next.

For those employees who are at risk of redundancy, we will inform them in writing that they are at risk of redundancy, if there are any options such as redeployment, and how we plan to consult employees. We will keep employees informed throughout the redundancy process.

Step 4: Hold Consultations

We will consult with employees before making a decision about redundancies. Consultation is when we talk to and listen to affected employees. We value our employees' ideas and suggestions to avoid/reduce redundancies.

During the consultation we will discuss:

- the changes that are needed, what we propose to do, and why
- ways to avoid or make fewer redundancies
- the skills and experience needed for the future
- the criteria for selecting employees for redundancy
- any concerns employees may have
- how you can support and arrange time off for affected employees, for example to update their CVs and get training

We will hold individual and small group consultations. We will meet each affected employee in private at least once, they may be accompanied by a companion for support or to speak on their behalf. The consultation will be meaningful and efficient so that a decision can be made promptly.

Step 5: Select Employees

We will select employees for redundancy in a fair way. We will use selection criteria which will be as objective and measurable as possible, based on facts not personal opinions. We will make a list of the roles which are to be considered for redundancy, known as 'selection pools'. The same criteria will be applied to each person in the selection pool in order to rank employees. We will not share other employees scores.

Our selection criteria will include:

- standard of work or performance
- skills, qualifications or expertise
- attendance record, excluding absences relating to disability, pregnancy or maternity
- disciplinary record

The preschools Redundancy Score Sheet can be found in Appendix 1.

We will **NEVER** select employees based on:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity

- race
- religion or belief
- sex
- sexual orientation

We will also **not** select employees based on:

- maternity leave, paternity leave, adoption leave, ordinary parental leave, shared parental leave, parental bereavement leave, time off for dependants and carer's leave
- their role as an employee representative or trade union representative
- membership of a trade union
- working part time or on a fixed-term contract
- working time regulations – for example if you've raised concerns about holiday entitlement or rest breaks
- concerns you've raised about not being paid the National Minimum Wage
- concerns you've raised about whistleblowing

Step 6: Work out redundancy pay

We will pay the statutory redundancy pay to employees who have continuously worked for us for two years, calculated using the governments redundancy pay calculator. Redundancy payments will be made when employment ends, on the final payday, as a separate payment from the final monthly pay. If the company cannot afford redundancy pay, we will ask the Redundancy Payments Service (RPS) for financial help.

Step 7: Give notice

We will only give an employee notice of redundancy once we've finished consulting everyone and gone through to selection process. You will be notified in writing, including your selection criteria score, notice period and leaving date, redundancy pay, how and when you'll be paid, and how you can appeal the decision if you so wish.

Step 8: Offer alternative employment

Wherever possible, we will try to move employees into other suitable jobs within the organisation. If more than one employee is interested in the same alternative role, it will first (as required by law) be offered to any employees on maternity/shared parental/adoption leave first. We will then follow a fair selection process for remaining employees.

Employees who turn down a suitable alternative role without a valid reason will not be entitled to redundancy pay.

Step 9: Offer an appeals process

If an employee feels that they were selected for redundancy unfairly, or believe the process set out in this policy was not followed properly, they have a right to appeal the decision.

Appeals must be made within 5 days, and must be made in writing. We will then hold a meeting, you may be accompanied by a colleague or union representative.

If it becomes clear that you were unfairly selected, another member of staff will be made redundant instead, based on the selection criteria. If serious issues with the process are discovered, the whole process will be repeated.

If we refuse the appeal, the employee's redundancy dismissal, pay and notice continues as before.

Step 10: Support your staff

Staff wellbeing is a top priority for us and we aim to support all employees throughout this process

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.
I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

Staff Name	Staff Signature	Date

APPENDIX 1 – Redundancy Selection Criteria

Employee Name: _____ Job Title: _____

Criteria:	15	12	9	6	3	Score:
Standard of Work Performance	Outstanding. Consistently exceeds company standard	Exceeds objectives of the role	Meets all objectives of the role	Meets some objectives of the role	Fails to meet objectives of the role	
Skills, qualifications or expertise	Fully competent, multi-skilled, supports others on regular basis	Fully competent in current role	Competent in most aspects of current role, requires some supervision	Some competence in role, requires regular supervision and guidance	Cannot function without close support or supervision	
Disciplinary record	No record of disciplinary action	Record of informal disciplinary action	Verbal warning current	Written warning current	Final written warning current	
Attendance record	No recorded absence (BFS 0)	Some absence but below average for workplace (BFS 1-15)	Attendance in line with workplace average (BFS 16-30)	Absence level above average for workplace (BFS 31-50)	High and unacceptable level of absence (BFS 51+)	
Total Score:						

Record the score for each criterion, based on the best fit according to the evidence available. The total score will be used to inform the redundancy selection. Record evidence on the table below.

Evidence for each criteria score

Criteria	Score Given	Evidence/Comments
Standard of Work Performance		
Skills, qualifications or expertise		
Disciplinary record		
Attendance record		

Completed by: _____

Date: _____