

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 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.



References

- [Adoption and Surrogacy Procedure](#)
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