**Redundancy Policy**

This policy sets out Ashridge day nursery’s approach to dealing with potential redundancies. It does not form part of the employees’ terms and conditions of employment and may be subject to change at the discretion of management.

Although the company’s policy is to avoid redundancies wherever possible, the needs of the business may from time to time require a reduction in the overall number of staff employed or organisational changes that result in some employees being made redundant.

Where this is necessary, the company policy will ensure that:

• the total number of redundancies made is kept to a minimum;

• employees are fully consulted on any proposals and their implementation;

• selection for redundancy is based on clear criteria that will, as far as possible, be objectively and fairly applied;

• every effort is made to redeploy or find alternative work for employees selected for redundancy;

• support is available to employees selected for redundancy

Consultation:

Consultations will be carried out in line with government and ACAS guidelines.

• All employees will still be consulted individually in respect of their own particular circumstances.

Voluntary redundancy:

In order to minimise the need for compulsory redundancies, the company may consider requests from employees for voluntary redundancies. Whether or not additional payments will be offered in relation to voluntary redundancies will be a matter for consultation and will depend on the circumstances.

The company reserves the right at its absolute discretion to decline requests for voluntary redundancy.

Redundancy selection:

The criteria used in selecting employees for redundancy will depend on the existing circumstances and the particular needs of the company at the time. However, every effort will be made to construct a fair and robust set of criteria following appropriate consultations.

Individual employees who are provisionally selected for redundancy following the application of the criteria will be informed of the fact and invited to a meeting, at which they will be given an opportunity to make representations that the application of the criteria results in unfairness to them or if they feel that there has been a mistake in the application of the criteria.

Alternative work:

The company will make every effort to redeploy to suitable alternative work any employee who is selected for redundancy. Such employees will be informed of all the available vacancies in the company at the time of their selection and will be given an opportunity to discuss which vacancies are likely to be suitable for them. While priority will be given wherever possible to employees under threat of redundancy, the company reserves the right to select the best available candidate in relation to any given vacancy.

Employees have a separate legal entitlement to be offered any suitable alternative work that is available if they are made redundant whilst on maternity leave.

Time off work:

An employee under notice of redundancy will be entitled to a reasonable amount of paid time off to look for alternative work, attend interviews, etc. Employees wishing to take advantage of this right should make the appropriate arrangements with their Line Manager and operations director.

Termination of employment:

Depending on the circumstances, the company may waive its right to insist on employees working their notice and instead give a payment in lieu of notice. Employees with two or more years’ service are entitled to a statutory redundancy payment. The amount of this payment will be confirmed when the employee is selected for redundancy and the sum will be paid along with the employee’s final salary payment or payment in lieu of notice.

In the event that an employee has not acquired at least two years' continuous service with the company when his or her employment terminates, and where there is no contractual right to an enhanced redundancy payment, a payment will not be given.

Grievance:

Staff aggrieved about any aspect of the Redundancy Policy and the manner in which has been applied may make a complaint using the Company Grievance Procedure.

| **This policy was adopted on** | **Signed on behalf of the nursery** |
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| *March 2024* | *Lisa Hubbard* |