

The Whitby Secondary Partnership

Staff Travel (to work and on visits) Policy

Governance Status

This policy will be reviewed every three years or sooner if new circumstances necessitate this.

Review dates	By Whom	Approval date
March 2020	Staff and Governors	24 March 2020

Pen Cruz

Signed by the Chair:

Policy for Staff Travel

Travel Claims

Staff may claim for travel that relates to meetings and/or training or some other specific work requirement that requires the member of staff to drive or take public transport – either because of the distance involved (more than two miles) or because there is an unavoidable, tight timescale to get to another location that is within Whitby and it would not be possible or reasonable to expect the member of staff to arrive there in suitable time by walking or cycling. In general, journeys of less than two miles are believed to be possible to undertake on foot or by bicycle and therefore expenses for journeys that are under two miles will not normally be paid (this includes journeys between work-sites, eg, the College's Normanby Site to the Sixth Form Site).

In addition, under normal circumstances, staff are not entitled to claim for travel to and from home to their main work base. Where staff need equipment to be taken from one site to the other, this should be arranged in liaison with a Site Manager and school transport can be used if required - these arrangements should be known and planned in advanced. Where staff regularly (ie, at least on a weekly basis) need to use the same resources at more than one site, Subject Leaders may apply for additional department funding to purchase an additional set of resources, if this will avoid heavy or bulky loads being transported regularly to and from one site to another.

Where staff have both an Outreach and a main-school/Sixth Form contract, they should not claim for travel between the Outreach Centre and the other site(s), as these journeys are classed as travelling to the work base.

Additional hours relating to trips

For staff accompanying school/Sixth Form/Outreach trips, particularly residential visits, the normal rule will be for those staff to be paid their normal, maximum daily number of hours for each full day of the trip, at their normal pay rate. Part-time staff may be paid what is their normal full day's pay for any additional days they work that are not part of their normal contracted hours, subject to agreement prior to the trip taking place. Such visits act as useful experience towards career progression and staff should weigh up these benefits when deciding whether to accept opportunities to accompany school visits. Each visit will have different circumstances and different staff involved and will be considered on a case by case basis as necessary.

Time in lieu relating to school visits

Staff may take off, as time in lieu, additional time worked for such visits, over their contracted hours (if agreed with their line manager and approved by the Principal/Headteacher in advance). For support staff, this should be logged and signed by the line manager and submitted for the central record. Teaching staff will require some form of written approval from their line manager or Principal/Headteacher, in advance, prior to taking any time in lieu.