

Human Resources and Employment Law Protection - HELP

Executive Summary

The overriding priority of any school or academy is education. So that you can concentrate on achieving that priority, CASL has developed the Human Resources and employment law service which ensures full compliance with current employment law.

HELP is the Human Resources and Employment Law Protection Scheme developed by CASL in partnership with Schofield Sweeney Solicitors specifically for Church of England schools and academies.

Schools and academies need commercial and specialist advice; local authorities often cannot provide this.

Church of England schools and academies also want a service that understands the profound Christian values which are the basis of their foundation.

CASL has worked with Schofield Sweeney on many of our academy projects and are confident that together we will bring you:

- Outstanding levels of employment law expertise and service
- Extensive experience in specialist education-related advice
- Un-matched professional standards
- Full client support
- The best possible advice in a cost-effective and tailored manner

Service Offer

- HELP takes responsibility for employment law legislation compliance so that you can focus on running your school or academy
- HELP is a simple and flexible insurance policy. It offers essential cover at a fixed affordable price. Once you have set the budget for employment law costs, there are no unexpected extra costs
- HELP gives you the security of expert advice and assistance, informed by Christian values, tailored to the specific needs of your school or academy
- HELP provides insurance cover for up to £100,000 per claim, including legal costs for defending Tribunal claims, settlements and associated legal costs

Key Features

- An expert HR and Employment Law Helpline – unlimited access to our specialist employment law team
- A specialist education team which augments the service of the Helpline
- Minimal exposure to costs – the insurance policy pays the legal costs of any employment dispute, covers settlements and the costs of awards
- A review of your current policies and practices for a fixed fee – ensuring your school or academy observes current legislation
- The option of specifically tailored contracts of employment, staff handbooks, policies and procedures – contracts reviewed and updated annually



School Responsibilities

When you take out the insurance policy, you agree to provide Schofield Sweeney with all relevant documentation and follow their advice before dismissing any employees or taking any action with regard to any grievances. Failure to do this will render the insurance invalid.

Quality of Service

Qualified solicitors - their expertise and knowledge far exceeds that of local authority junior HR officers and unqualified employment consultants.

An established specialist commercial law firm – provides technical ability and client specific responses and finds solutions to your issues quickly and efficiently.

An experienced employment team – whose expertise includes: unfair/wrongful dismissal, whistle-blowing, equal pay, deduction from wages and discrimination claims relating to sex, sexual orientation, race, disability or age.

Specific education-related experience and expertise:

- Advice on disciplinary and performance issues, grievances and restructuring
 - Representation in Employment Tribunals on unfair dismissal and discrimination claims
 - TUPE consultants in relation to the opening of academies
 - Advice on education law, contracts, procurement, funding, property, construction, ICT, intellectual property and dispute resolution
 - Advice on partnership arrangements between schools and the public, private and third sectors
 - CASL carries out regular customer surveys on an annual basis to monitor performance and ensure service excellence; the surveys cover at least 25% of service clients. If you have any concerns at any time, we welcome your feedback

Cost

The annual cost of the Helpline service and insurance is based on the number of employees and the school or academy's wage roll. It is not based on the number of pupils.

- Helpline and insurance premiums may be paid monthly.
- Additional advice and support on employment law, or other legal issues, is available at discounted hourly or daily rates.

The following figures are for guidance; you will be quoted a cost for your specific requirements:

- **Helpline** – expected annual cost for the comprehensive helpline service is £3,000 - £5,000 (excluding VAT) and will depend on the size of the school or academy
- **Insurance** – these costs are very flexible and depend on the level of cover and excess that you require and the previous claims record. For example: a school with 100 employees, a £2,200,000 wage roll and wanting £50,000 cover with a £1,000 excess, would pay an annual premium of approximately £2,300
- **Audit** – costs for reviewing and updating contracts are approximately £500 - £1,500 (excluding VAT) and depend on the level of work required

Contact Details

For further information, send us your contact details, a brief outline of what you need, and some dates when we can call you.

We will then contact you as soon as possible.

Contact us by using the CASL Extended Services Answering Service on **01733 866467** or e-mail office@churchacademies.org.uk putting Extended Services in the subject line.