

**Addendum to the Eden Park Academy website and sent to all employees**

**Handling personnel processes during the coronavirus (COVID-19) outbreak including staff grievance, staff conduct, capability**

*The Tarka Learning Partnership does not expect schools to handle new or existing personnel processes unless it is safe to do so while they are partially or fully closed due to the COVID-19 outbreak. The school will contact parties to acknowledge receipt of the personnel matter or make relevant parties aware of the need for the school to act on information and where possible contact the employee in an attempt to support the personnel process and resolve at the earliest point. The school will take into consideration the severity of the matter and the urgency to support the process.*

*The school reserves the right to decide whether it has the capacity to support the personnel process through the school's relevant policies or to place the issue on hold until the school can safely and fully reopen, so that the matter can be heard and processed in accordance with the school's usual and relevant policy.*

*This addendum does not affect the Whistleblowing policy which remains.*