

People Directorate

Staff recognition Policy



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1. Why do we have this policy?

The Trust is committed to investing in the wellbeing of our staff. Our recognition scheme is at the heart of creating a value-based culture of recognition, appreciation and gratitude.

The Trust recognises that recognition can be shown in many forms.

- from that simple and meaningful “thank you” at any time, from anyone
- the celebration of a key achievement or reaching a milestone both professionally and personally
- peer to peer recognition, empowering employees to recognise their colleagues and seeing colleagues be rewarded
- a bonus payment that empowers managers to recognise the great
- Trust awards that can be celebrated across the whole organisation

The Trust is proud to have a range of initiatives that create our recognition pyramid which recognises the achievements of our staff and shows our appreciation of their contributions.

2. Who does this policy apply to?

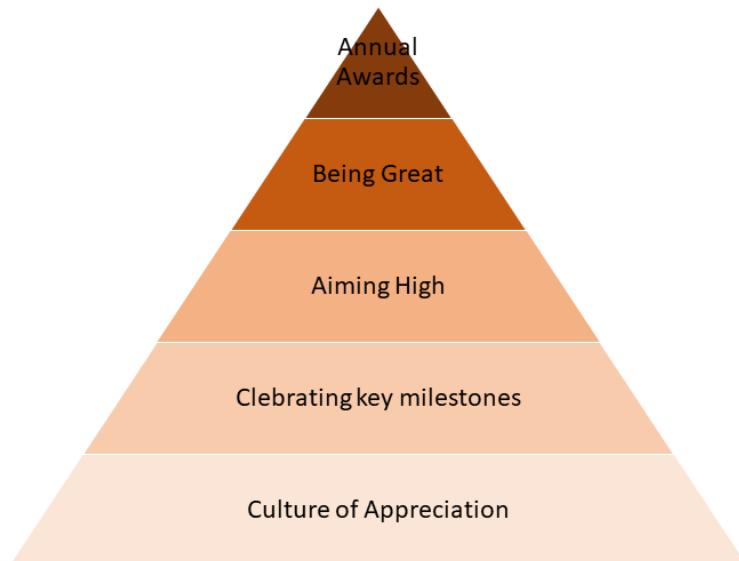
The initiatives and awards within this scheme will apply to all employees regardless of whether they work part-time, full time or term-time. The scheme does not apply to casual and supply staff.

3. What is The Staff recognition Scheme?

The scheme design is based on the recognition pyramid which has 5 levels of recognition. The different levels ensure that all members of staff in the Trust have the opportunity to be seen, recognised and rewarded throughout the year outside of their usual professional growth check-ins and reviews.

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4. General principles

This scheme and individual initiatives within the scheme will be reviewed every 4 years or sooner. The Trust reserves the right to modify this policy and/or the accompanying processes to remain compliant.

There is no legislation that requires the Trust to undertake the initiatives within the scheme, the Trust however must.

- Comply with relevant tax and reporting rules, which may change from time to time as outlined by HMRC.

The Trust will monitor all monetary rewards and gifts -keeping a record of all rewards issued to staff and the monetary amounts associated.

- Comply with relevant protected characteristics and ensure that no staff member is discriminated against.

It is important that this policy be applied in a non-discriminatory manner. The Trust will monitor the equality impact of the policy at School and Trust level and will review the policy as necessary to prevent any direct or indirect discrimination.

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5 . Level One – A culture of appreciation – catching people doing good

The purpose of this is to create a culture of appreciation and gratitude across the Trust. Providing staff with the means, skills and tools to give instant and spontaneous recognition.



This is the foundation of our recognition scheme and supports our aim to create a culture and an environment in which staff feel valued and are noticed and appreciated by one member of staff to another.

It is more important than ever for managers and colleagues to show appreciation to each other's to ensure everyone feels cared for, connected and motivated.

Everybody loves to hear the words ‘thank you’ and studies have suggested that gratitude and appreciation can improve well-being, physical health, strengthen social relationships and help us cope with stressful times in our lives.

Staff and Managers can use many mechanisms to say thank you;



- A 'thank you' in the corridor
 - Online E cards via the Trusts benefit portal (public and private)

Teams functionality

- At the start or end of a 1-1 or team meeting
 - Emails
 - On the Phone
 - Post it notes
 - Think Ahead check-ins

Why not say thank you using one of our TSTARS Thank you postcards that are available to grab a
bunch of from all school offices....?

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The Trust are committed to a culture of appreciation, if you feel that this culture is not representative or embedded within your School, Team, Department or Service and would like to provide feedback please contact the Head of HR; Lucy.Chapman@tsatrust.org.uk.

6. Level Two – Celebrating key milestones

Long Service Awards

The Trust recognises that high standards and the quality of thinking and learning journeys for our students are dependent on the contribution, effort and loyalty of the staff it employs. As such, the Trust's Long Service Award Scheme is an opportunity to celebrate the great value of employee contribution.

The aim of this initiative is to set out the processes through which the loyalty and commitment of staff is rewarded.

This initiative applies to all employees within the Trust who have accrued the appropriate length of service. It does not apply to casual/supply staff.

A celebratory event will be arranged locally on an annual basis to recognise staff who have reached the key milestones of 5, 10, 15, 20- & 25-years' continuous service with the Trust. The Trust will contribute up to £100 towards one annual celebration event (e.g. sweet treats).

Continuous service includes service at predecessor schools/academy's now merged into the Trust, providing service is continuous between the two (i.e. If you have joined the Trust from another school as a result of TUPE).

5 years	10 years	15 years	20 years	25 years
5-year lapel pin and certificate	10-year lapel pin and certificate	15-year lapel pin and certificate and £50 gift card	20-year lapel pin and certificate and £75 gift card	25-year lapel pin and certificate and £100 gift card
Headteacher/Head of Service to present award	Headteacher/Head of Service to present award	Relevant Director to present award	Relevant Director to present award	CEO/Deputy CEO to present award

Thinking Personnel will send out a notification to the Headteacher and Office Manager or Head of Service (copying in relevant Directors) to advise the names of staff who have reached a milestone in the length of their employment that academic year.



There is no legislation that requires the Trust to recognise long service, but the Trust must comply with relevant tax and reporting rules, which may change from time to time. Thinking Personnel will keep a log of all rewards issued to staff and the amounts associated.

Each year the following time frame will be followed:

When	What	Who
Term 1	Data collated and checked	Thinking Personnel
Term 2	Long Service Awards to be ordered	Thinking Creative
Term 2 /3	Packs to be completed	Thinking Personnel
Term 3 /4	Presentations and celebrations	Individual School
Term 5/6	Celebrations/photos published	Thinking Creative

Recognising celebrations and occasions

The Trust is a family of schools, and we want to be able to share and celebrate important milestones and life events of our staff outside of work. We recognise that life doesn't stop at the doors of our schools and there is so much more to be celebrated, valued and appreciated.

We encourage all schools to recognise key milestones for their staff such as birthdays, occasions, and life events such as weddings, newborns, retirement.

This recognition will be led by individual schools or services.

There is no legislation that requires the Trust to recognise life events, but the Trust must comply with relevant protected characteristics and ensure that no staff member is discriminated against.

Consideration will be given to any staff members whose personal beliefs or circumstances would not align with celebrations of such events, or where sending a card would not be appropriate.

To celebrate and recognise big moments in our employee's lives outside of work

7. Level Three – Think ahead – peer to peer recognition

This level is aimed at embedding the use of peer-to-peer recognition through Think Ahead and fortnightly check-ins, reinforcing a culture of appreciation. Staff using Think Ahead complete fortnightly check-ins: these are available online and can be completed on a desktop, laptop, tablet or mobile. As part of the reflective check-in process; staff can thank a colleague and staff can tag colleagues who've gone over and above their remit, notifying them and their manager. The dashboard on Think Ahead shows how often staff are recognised with @mentions, you can see how many mentions you have received or how many mentions someone in your team has received. It is a quick and easy way of showing your appreciation and praising colleagues and direct reports across the Trust.

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Empowering employees to recognise the great

Peer to Peer - Reward scheme – Aiming high

During 25/26 staff will be able to nominate 3 individuals within their School or Directorate to receive a TSTAR reward. The three levels of nominations and criteria are outlined below.



Rewards will be issued at the end of the academic year in line with the dates outlined in the table below.

Term	Details of how to submit nominations shared	Staff nominations submitted	Review of nominations	Rewards issued	Winners published on intranet /photos of celebrations
Term 3	By end of Term 3				
Term 4		Window open 20 April – 1 May	4 th May – 22 nd May		
Term 6				By 3 rd July	by 17 th July



Details of the nomination process will be shared with all staff in term 3.

There is no legislation that requires the Trust to recognise and issue rewards, but the Trust must comply with relevant tax and reporting rules, which may change from time to time. Thinking Personnel will keep a log of all rewards issued to staff and the amounts associated

8. Level Four - Being Great – Manager Recognition

Headteachers have the opportunity to put forward employees whom they feel have worked exceptionally, outside of Professional Growth.

Rewarding staff for being great; demonstrating extraordinary talent and dedication to their role

To have worked ***exceptionally*** means.

The employee has gone above and beyond their required duties, in a manner that has demonstrated an extraordinary talent and dedication to their role within the School and the Trust.

The employee has shown superiority in their area of expertise, a skill set, their intelligence or the quality of their work which has provided first-class outcomes or made a significant difference to our students, department or the school.

Headteachers have the responsibility to identify these staff and to complete the Being Great application form (appendix 3). All forms must be sent to the Director of Education and Executive Business Manager for approval.

There is no appeal process for this recognition reward.

This scheme applies to all employees within the Trust. It does not apply to casual/supply staff.

Being Great application forms can be found on the intranet must be completed and authorised by the end of term 2. Forms should be submitted to HR@tsatrust.org.uk by the 6thJanuary. Bonus payments will be paid in the January payroll.

There is no legislation that requires the Trust to make bonus payments, but the Trust must comply with relevant tax and reporting rules, which may change from time to time. Thinking Personnel will keep a log of all rewards issued to staff and the amounts associated.

9 Level Five – TSTARS Annual Celebrations – Trust Recognition

The Trust commit to celebrating staff annually to celebrate and honour the outstanding job staff have done to transform life chances of our young people and deliver significant impact to their school or central service.



To celebrate and honour the outstanding job staff have done to transform life chances of our young people

The TSTARS Awards will recognise teams across the Trust in the following categories.

Leadership Principles	Awards
Start with why	Awarded to a leader who has significantly influenced and shaped a positive school/service culture, creating an environment where staff and students can thrive.
Own It	Awarded to a leader who has overcome challenge and significantly improved/developed their service/school by targeted strategic planning
Collaborate	Awarded to the leader who consistently drives improvement by productive collaboration with others, with demonstrable impact
Communicate Well	Awarded to the leader who has had impact by ensuring effective communication with stakeholders at all levels, including their team
High Challenge	Awarded to a leader who has demonstrated “high challenge” for themselves and/or their service or school that has led to demonstrable impact
High Support	Awarded to the leader whose guidance and professional development initiatives have significantly contributed to the growth and success of themselves and their team.
Advocacy	For the leader who has championed excellence in services and/or schools beyond their own setting

The Trust will determine annually how the awards will be celebrated; celebrations may consist of online, regional or Trust level events.

Annual events will be determined based on the needs of the organisation at the time, ensuring that our students and staff are at the heart of our decision making.

10. Further guidance for managers

Additional guidance is available to managers and is available on the Trust intranet pages. All forms relating to this policy can also be found on the Trust intranet and are available to download.

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Appendix 1- Thank you, Postcard,

Hard copies are available in staff rooms and office spaces to support staff being able to share their thanks with other colleagues.





Appendix 2 - Being Great Criteria

Every role with the Trust is pivotal to help us to achieve our aims and objectives to improve the life chances for every one of our young people. We know that every day our staff deliver excellence through the work that they do.

Being great is designed to help support managers to recognise staff who exceed expectations and deliver to support our schools and services.

Whilst it is impossible to outline all the possibilities that a member of staff can show excellence, being great and going above and beyond, some examples can include:

- Dedication to their school or service
- Continuous personal development to enhance the work that they do within the Trust
- Enhancing or creating a provision/service for younger people/ service users that is outside of their duties
- Supporting colleagues and going above and beyond to support or help them
- Supporting young people to exceed expectations and believing in their individual abilities to excel

Examples of this can include:

- Supporting with project delivery and management
- Providing training and guidance to new staff
- Undertaking additional duties to support your school/service
- Helping to support colleagues or young people through ensuring that they get the right help and support required
- Developing tools and enhancing knowledge to support learning and development
- Undertaking additional training that is not mandatory or a requirement or professional growth or CPD
- Providing excellent customer service throughout the year



Appendix 3- Application for Being Great

Headteachers have the opportunity to nominate employees whom they feel have worked exceptionally over the past year.

To have performed **exceptionally** means an employee has gone above and beyond their required duties, in a manner that has demonstrated an extraordinary talent and dedication to their role within the School and the Trust.

The employee has shown superiority in their area of expertise, a skill set, their intelligence or the quality of their work which has provided first-class outcomes or made a significant difference to our students, department or the school.

Employee Name:	School/Service:
Role:	Headteacher/Head of Service:

Please provide an explanation as to **why** you have put this member of staff forward for exceptional recognition. Please also include reference to the following:

- **What have they done to exceed your expectations?**
- **What has been the outcome/ impact of their actions?**

Headteacher/Head of Service	Signature:	Date
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Please complete the above form and submit it to your director for sign off.

Once signed off this must be submitted to hr@tsatrust.org.uk for the Head of Payroll and Operations attention.

Director:	Signature:	Date:
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