End of Employment Policy

Document Control

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Distribution	All Staff, Volunteers, Directors, Sessional Workers

1. Purpose

This policy sets out the procedures that apply when an employment relationship with South Cumbria Skills Exchange (SCSE), operated by Whamos Training and Development CIC, comes to an end. It covers resignations, the consequences of leaving without notice, the return of SCSE property, garden leave, and the right of search.

The aim is to ensure that end-of-employment matters are handled professionally, that SCSE assets are returned, and that confidential information and learner relationships are protected during any handover period.

2. Scope

This policy applies to all employees of SCSE. The principles also apply, with appropriate adaptation, to sessional workers and volunteers when their engagement with SCSE ends.

3. Resignations

All resignations must be supplied in writing, addressed to a Director. The resignation letter should state the proposed last working day and, where the resigning member of staff feels able to share it, the reason for resignation.

On receipt of a resignation, a Director will acknowledge the resignation in writing and arrange a handover discussion to plan the transition. SCSE will offer an exit conversation to every leaver, recognising that constructive feedback at the point of departure is valuable for the organisation.

4. Notice period

The required notice period is set out in your individual Statement of Main Terms of Employment.

If you terminate your employment without giving or working the required period of notice, an amount equal to any additional cost of covering your duties during the notice period not worked may be deducted from any termination pay due to you. This is an express written term of your contract of employment.

You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay if you fail to give or work the required period of notice.

5. Return of SCSE property

On the termination of your employment, you must return all SCSE property in your possession or for which you have responsibility. This includes but is not limited to:

- Keys and access fobs to SCSE premises.

- Laptops, tablets, mobile phones and other devices issued by SCSE.
- Uniforms and branded clothing.
- Training equipment, first aid equipment, and any specialist equipment.
- Identity badges, business cards, and any printed materials.
- Documents, files and records belonging to SCSE in any format, including learner records, business records, and operational documents.

Failure to return such items will result in the reasonable cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

6. Confidential information and data

On the termination of your employment, you must:

- Return or securely delete all SCSE data held on personal devices, in personal email accounts, or on cloud services in your name.
- Hand over any access credentials, account passwords, or system access where this has not already been transferred.
- Continue to observe the confidentiality obligations set out in your contract of employment and the Staff Confidentiality and Data Protection Policy. These obligations continue beyond the end of your employment.
- Co-operate with any reasonable request to support the orderly handover of work, particularly where learner safeguarding may be affected.

Particular care must be taken with safeguarding records and learner files. These remain the property of SCSE and must never be retained or copied for personal use.

7. Garden leave

If either you or SCSE serves notice on the other to terminate your employment, SCSE may require you to take garden leave for all or part of the remaining period of your employment.

During any period of garden leave:

- You will continue to receive your full salary and any other contractual benefits.
- You remain bound by all contractual obligations, including confidentiality and the duty of fidelity.
- You must not undertake other paid work without the written agreement of a Director.
- You must remain reasonably contactable during your normal working hours and respond to any reasonable request from SCSE.
- You may be required to return SCSE property at the start of the garden leave period.

8. Right of search

SCSE does not have a contractual right to carry out searches of employees or their property (including vehicles) while they are on SCSE premises or business. However, where SCSE reasonably believes that a search is necessary — for example, in connection with a suspected serious incident affecting learner safety, missing equipment, or a safeguarding concern — all employees are asked to co-operate.

Where practicable, any search will be carried out in the presence of a colleague of the employee's choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.

SCSE reserves the right to call in the police at any stage where this is appropriate.

9. Reference requests

SCSE will respond to reasonable reference requests from prospective employers in line with the Safe Recruitment Policy. References will be factual and will reflect SCSE's safer-recruitment obligations, including where the leaver was subject to any safeguarding concern, allegation, or disciplinary action relevant to working with children or vulnerable adults.

10. Dismissal

Where employment ends by dismissal, the procedures in the Disciplinary and Grievance Policy apply, including the right of appeal.

11. Records

A record of every leaver is kept in line with the Records Retention Policy. The record includes the leaver's role, last working day, reason for leaving (where known), confirmation of property returned, and confirmation of any handover completed. Safeguarding leaver records are retained for the longer periods set out in the Safeguarding Policy.

12. Related policies

This policy should be read alongside:

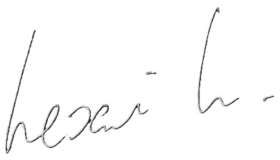
- Disciplinary and Grievance Policy
- Safe Recruitment Policy
- Safeguarding Policy
- Staff Confidentiality and Data Protection Policy
- Secure Data Handling and Data Protection Policy
- Acceptable Use Policy
- Records Retention (referenced within Secure Data Handling Policy)

13. Policy review

This policy is reviewed annually by the Directors, or sooner in response to any change in employment law, statutory guidance, or significant operational learning.

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn *Co-Director*	**Alexandra Gager-Liebhart** *Co-Director*
	

Date of approval: 18th May 2026

Next review: 18th May 2027

Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	18th May 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.