

The Auriga Academy Trust

Exit Feedback Policy

Contents:

1. Scope	2
2. Overview	2
3. Process.....	2
4. Exit Interview Questionnaire.....	2
5. Exit Interview Questions	2

1. Scope

This policy applies to all staff, Governors and Trustees who have resigned from their position within the Trust / school.

2. Overview

Trustees recognise that its staff are its key resource and wishes to invest and retain them. There is no statutory requirement to undertake exit interviews however, the exit interview questionnaire provides valuable feedback regards why an employee is leaving and what issues need to be addressed to retain staff.

3. Process

Trust HR will ask all employees, who have resigned, to complete an exit interview questionnaire. The questionnaire is designed to collate feedback on the employee's experiences working at the school / Trust. Completing the exit interview questionnaire is entirely voluntary.

All employees are requested to complete the same questionnaire, with the same questions (see section 4). This ensures consistency in feedback and allows comparisons to be drawn across the Trust.

The information provided by an employee is anonymous and confidential. HR will review the information supplied on the questionnaire and will report general statistics and conclusions to Trustees at a minimum annually. In the event an issue is identified within the questionnaire that raises safeguarding concerns, HR will attempt to contact the individual and give them the opportunity to discuss the matter further. Any further action taken by Trust HR will be not taken without the express authority of the individual and confidentiality will be maintained at all times.

Should an individual wish to rejoin the Trust, then a previously completed exit interview questionnaire will not inform or be any part of the recruitment process.

4. Exit Interview Questionnaire

Exit interviews are carried out via an Office 365 questionnaire proforma.

Link to Questionnaire: <https://forms.office.com/e/WByfjBFafa>

5. Exit Interview Questions

The below summarises the **7 questions** contained within the questionnaire:

1. Which school / site are you currently employed at?
2. Are you employed as: Teaching staff / Support staff?
3. Which of the following factors contributed to your decision to leave the Trust / school?
(Choose the top 3 by clicking the arrows)
 - Working conditions
 - Discrimination or harassment
 - Lack of Career development
 - End of temporary contract
 - Changing Career / Further study
 - Working relationships with colleagues / manager
 - Working Hours
 - Improved Reward – financial / non-financial
 - Personal Circumstance
 - Early / Age / Ill health retirement
4. How likely are you to recommend us to a friend or colleague? (0 – 10 scoring)
5. Are there any other factors which made you consider looking elsewhere?
6. What do you think we could do to make the employment package more attractive?

7. How long did you anticipate staying with the School? If you are leaving earlier than anticipated, please explain the reasons why you are leaving at this juncture: