



Refer a Friend Policy

Responsible for policy:

CC2

Chair of Directors



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Definitions

In this **Policy** and Procedure, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Pay Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **'Chief Executive Officer'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vi **'Local Governing Body'** means the governing body of the Academy.
- vii **'Governing Body Representatives'** means the Local Governing Body appointed and elected to the Local Governing Body of the School, from time to time.
- viii **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the Academy.
- ix **'Academy'** means the Academy or college within The Romero Catholic Academy and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- x **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xi **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

1. Scope

- 1.1 This policy has been introduced in order to incentivise our current employees to use their personal and professional networks to recommend The Romero Catholic Academy as a great place to work.

2. Key principles

- 2.1 The employee referral scheme enables employees (including those on fixed term contracts) to receive an introduction bonus where they introduce a friend, family member or other personal contact to the Company ("the referred person") as a job applicant and the referred person is then subsequently recruited and employed by the Company as a result of that introduction.
- 2.2 Under the terms of the employee referral scheme, where you introduce the referred person to the Company for prospective employment (for a permanent or fixed term contract either full or part time) and, having gone through the recruitment process, they are offered employment by the Company which they accept, you will be entitled to receive an introduction bonus see Appendix 1 upon the referred person successfully completing their probationary period, or any extended probationary period.
- 2.3 There is no limit on the number of referred person referrals that you can make. However, any referral must be in connection with a specific job vacancy.
- 2.4 The employee referral scheme does not enable referred persons to bypass normal recruitment procedures. The recruitment process will continue to comply with the provisions of the Company's recruitment policy and will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications.
- 2.5 Only one introduction bonus will be paid for each referred person recruited. If more than one employee refers the same successful job applicant, the introduction bonus will be paid to the employee whose referral application is received first as part of the application process.

3. Process

- 3.1 When applying for the specific vacancy, the referred person should make clear on the application form in the appropriate space provided that they have been referred and the name of the referrer.
 - 3.1.1 Within the section on my new term of "Where did you first hear of this vacancy?" candidates are required to highlight referral followed by the name of the individual how has referred them
- 3.2 All referral applications made under the employee referral scheme will be treated in the strictest confidence. The recruitment and selection process is also confidential and therefore you will not be given any information about the progress of the referred person's application.
- 3.3 All referral applications made under the employee referral scheme will be Where the job is offered to the referred person and they accept that offer of employment, once the referred person commences employment with the Company, you will be advised of the introduction bonus due and the date it will be paid if the referred person successfully completes their probationary period, or any extended probationary period. The payment date is the next available payroll date after the referred person has successfully completed their probationary period, or any extended probationary period.
- 3.4 All introduction bonuses are paid in the same way as salary using our payroll system. An introduction bonus will not, however, be payable in any of the following circumstances:
 - 3.4.1 the referred person has previously been employed by the Company, or has previously applied for another job in the Company within the past year
 - 3.4.2 the referred person applied for the same job independently, or was referred first by an employment agency or business
 - 3.4.3 the referred person declines the Company's offer of employment

- 3.4.4 the referred person resigns from the Company's employment either during or at the end of their probationary period (or either during or at the end of any extended probationary period)
- 3.4.5 the referred person is dismissed by the Company for whatever reason either during or at the end of their probationary period (or either during or at the end of any extended probationary period)
- 3.4.6 you or the referred person are serving notice either by resignation or dismissal on the date that the introduction bonus is due to be paid
- 3.4.7 you or the referred person are no longer in the employment of the Company on the date that the introduction bonus is due to be paid
- 3.4.8 you are a manager or employee involved in the relevant recruitment process for the job.

4. Links to other policies

- Recruitment Policy

5. Monitoring and Review

The Board of Directors delegate the implementation of this policy to the Local Governing Body.
This policy will be reviewed by CC2 Strategy, People and Organisational Development.

Appendix 1 – Referral Amounts

Job Type	Amount
Teaching Staff	£200
Support Staff	£200
Leadership	£200

*Following Board level approval these rates can be altered dependant on the supply and demand for a particular job type. Where this has been undertaken this will be made clear on a job advert/application process.

* All amounts are subject to normal tax and national insurance deductions