



Employment Policy	
This version Date	September 2026
Review Date	September 2027
Review by	JG

1. Policy Statement

CM Sports is committed to providing a fair, supportive, professional and inclusive working environment in which all staff are treated with dignity and respect.

We recognise that our employees and workers are central to the delivery of safe, high-quality sports and physical activity provision for children and young people.

CM Sports is committed to:

- complying with applicable employment legislation;
- treating staff fairly, consistently and respectfully;
- providing clear terms and conditions of employment;
- supporting staff wellbeing;
- promoting equality, diversity and inclusion;
- maintaining a safe working environment;
- providing appropriate training and professional development;
- dealing with concerns, complaints, disciplinary matters and grievances fairly;
- maintaining appropriate confidentiality and data protection;
- ensuring staff understand their responsibilities when working with children and young people; and
- maintaining appropriate professional and safeguarding standards.

Where CM Sports operates within a school or education setting, its employment and safeguarding arrangements will also take account of relevant school requirements and applicable statutory safeguarding guidance.

2. Employment Status

CM Sports will ensure that individuals are engaged under an appropriate employment or working arrangement.

Depending on the nature of the role, an individual may be:

- an employee;
- a worker;

- a casual or sessional worker;
- an apprentice;
- a volunteer;
- a self-employed contractor; or
- another legally recognised category.

Employment rights and responsibilities depend on an individual's legal employment status. CM Sports will not use an individual's job title alone to determine their status.

Where an employee or worker is entitled to a written statement of employment particulars, CM Sports will provide this in accordance with legal requirements.

Employment contracts may include terms contained within other CM Sports policies where those policies are expressly incorporated into the employment relationship.

3. Recruitment and Pre-Employment Checks

Employment with CM Sports is subject to the satisfactory completion of appropriate recruitment and suitability checks.

These may include:

- identity verification;
- right-to-work checks;
- references;
- employment history;
- qualifications and professional registrations where applicable;
- DBS checks where legally appropriate;
- barred-list checks where legally permitted and required for the role;
- verification of relevant experience;
- safeguarding suitability checks;
- consideration of information relevant to the individual's suitability to work with children; and
- any additional checks required by a school, local authority, commissioner or other contracting organisation.

Full arrangements are set out in the **CM Sports Safer Recruitment, Vetting and Staff Suitability Policy**.

A person must not undertake duties for which required pre-employment or safeguarding checks have not been satisfactorily completed unless an appropriate lawful arrangement is in place.

4. Equal Opportunities

CM Sports is committed to equality, diversity and inclusion.

Employment decisions will be based on legitimate and relevant criteria, including qualifications, experience, skills, conduct, suitability and the requirements of the role.

CM Sports will not unlawfully discriminate against an employee, worker or applicant.

This applies to:

- recruitment;
- selection;
- pay and conditions;
- training;
- promotion;
- allocation of work;
- performance management;
- disciplinary procedures;
- grievance procedures;
- absence management;
- termination of employment; and
- all other aspects of working arrangements.

Reasonable adjustments will be considered where required by law and appropriate to an individual's circumstances.

5. Contracts and Terms of Employment

All employees and workers will receive appropriate information about their employment or working arrangements.

Where required, this will include information such as:

- job title and role;
- start date;
- pay and payment arrangements;
- working hours;
- place of work;
- holiday entitlement;
- sickness arrangements;
- notice arrangements;
- probationary arrangements where applicable;
- benefits where applicable;

- pension arrangements where applicable; and
- other legally required information.

Employees are expected to read and understand their employment documentation and raise any questions with management.

6. Probation

Where a probationary period applies, this will normally be confirmed in the individual's employment documentation.

During probation, CM Sports will assess:

- performance;
- reliability and attendance;
- conduct;
- suitability for the role;
- safeguarding awareness;
- professional behaviour;
- ability to work effectively with colleagues and children;
- compliance with CM Sports policies; and
- any training or development needs.

At the end of probation, CM Sports may:

- confirm the appointment;
- extend probation where appropriate; or
- take appropriate action where the required standards have not been met.

Probation does not remove or reduce any statutory employment rights.

7. Working Hours and Attendance

Staff are expected to attend work punctually and work the hours agreed with CM Sports.

Staff must:

- arrive in sufficient time to prepare for their duties;
- remain at work for their agreed hours unless authorised to leave;
- follow agreed rotas and schedules;
- notify management promptly if they are unable to attend;
- comply with working-time requirements; and
- accurately record working hours where required.

Where staff work directly with children, staffing arrangements must also ensure that appropriate supervision and safeguarding arrangements are maintained.

8. Annual Leave and Holidays

Employees and workers will receive holiday entitlement in accordance with their legal entitlement and contractual arrangements.

Holiday requests should be submitted using CM Sports' agreed procedure and with as much notice as reasonably possible.

CM Sports will seek to manage holiday fairly while ensuring that appropriate staffing levels are maintained.

Holiday entitlement will continue to be managed in accordance with applicable legislation, including specific rules applying to sickness absence and statutory leave.

CM Sports will maintain appropriate holiday and holiday-pay records as required by law. From 6 April 2026, employers are required to keep records of annual leave and holiday pay for at least six years.

9. Sickness Absence

CM Sports recognises that staff may become unwell and will seek to manage sickness absence fairly, sensitively and consistently.

Staff must notify their manager as soon as reasonably practicable if they are unable to attend work due to illness.

CM Sports may require appropriate evidence of sickness absence in accordance with its procedures.

Where appropriate, CM Sports may:

- hold return-to-work discussions;
- monitor patterns of absence;
- request medical or occupational health advice;
- consider reasonable adjustments;
- provide appropriate support;
- review whether additional assistance is required; and
- take formal action where absence cannot reasonably be sustained.

CM Sports will comply with statutory sick pay requirements. From 6 April 2026, eligible workers are entitled to Statutory Sick Pay from the first qualifying day of sickness and the previous lower earnings limit no longer applies.

Sickness absence will be managed sensitively and without unlawful discrimination.

10. Wellbeing

CM Sports recognises the importance of staff wellbeing.

Managers will seek to create a workplace where staff feel able to raise concerns about workload, working relationships, stress or other workplace issues.

Staff are encouraged to speak to management if they require support.

CM Sports may consider:

- adjustments to duties;
- changes to working arrangements;
- additional supervision;
- additional training;
- appropriate time away from duties; or
- signposting to relevant sources of support.

Staff wellbeing will be considered alongside the operational and safeguarding needs of the organisation.

11. Safeguarding Responsibilities

All staff working with children and young people have a responsibility to contribute to their safety and welfare.

Staff must:

- follow CM Sports safeguarding policies and procedures;
- maintain professional boundaries;
- report safeguarding concerns immediately through the appropriate procedure;
- report concerns about colleagues or other adults appropriately;
- maintain confidentiality appropriately;
- complete required safeguarding training;
- follow the staff Code of Conduct; and
- cooperate with safeguarding investigations and procedures.

Safeguarding concerns must never be ignored or deliberately withheld.

Where CM Sports operates in a school setting, staff must also follow the school's safeguarding procedures where these apply to their work.

12. Professional Conduct

All staff are expected to behave professionally and responsibly.

Staff must:

- treat children, parents, colleagues and other professionals respectfully;
- maintain appropriate professional boundaries;

- communicate appropriately;
- follow reasonable management instructions;
- protect confidential information;
- use CM Sports property appropriately;
- comply with health and safety requirements;
- comply with safeguarding requirements; and
- uphold the reputation of CM Sports.

Unacceptable behaviour may result in management or disciplinary action.

13. Performance and Professional Development

CM Sports aims to support staff to perform effectively and develop professionally.

Staff may receive:

- induction;
- supervision;
- training;
- safeguarding updates;
- performance feedback;
- role-specific training;
- professional development opportunities; and
- support where improvement is required.

Where performance concerns arise, CM Sports will normally seek to address them promptly and fairly.

14. Training

Staff must complete training considered necessary for their role.

This may include:

- safeguarding;
- child protection;
- first aid;
- health and safety;
- emergency procedures;
- equality and inclusion;
- behaviour management;

- SEND awareness;
- data protection;
- online safety;
- professional boundaries; and
- role-specific sports or coaching training.

Mandatory training must be kept up to date.

15. Confidentiality and Data Protection

Staff must respect the confidentiality of information obtained through their work.

Personal information relating to children, families, staff and other individuals must only be accessed, used or shared where there is a legitimate reason to do so.

Staff must follow CM Sports' data protection and confidentiality requirements.

Confidentiality must never be used as a reason to prevent appropriate safeguarding information from being shared.

16. Staff Concerns, Grievances and Complaints

CM Sports encourages staff to raise concerns at the earliest appropriate opportunity.

Where possible, concerns should initially be discussed informally with the individual's line manager.

Where an issue cannot be resolved informally, staff may raise a formal grievance in accordance with CM Sports' grievance procedure.

Staff will not be subjected to unfair treatment for raising a genuine concern.

Safeguarding concerns must always be reported through the appropriate safeguarding procedure and must not be delayed while attempting to resolve them informally.

17. Disciplinary Procedures

CM Sports expects all staff to meet appropriate standards of conduct, attendance, performance and professionalism.

Where concerns arise, CM Sports may take action under its disciplinary procedure.

Depending on the circumstances, this may include:

1. informal discussion or support;
2. investigation;
3. formal disciplinary meeting;
4. written warning;
5. final written warning; or

6. dismissal where appropriate.

The procedure will be applied fairly and consistently.

Serious misconduct may result in formal disciplinary action without prior informal action.

Where an allegation concerns safeguarding, children or the suitability of an adult to work with children, the relevant safeguarding and managing allegations procedures will also be followed.

CM Sports will have regard to applicable Acas principles and statutory requirements when handling disciplinary and grievance matters.

18. Flexible Working

CM Sports will consider flexible working requests in accordance with applicable legislation.

Requests may relate to matters such as:

- working hours;
- working patterns;
- start and finish times;
- part-time working; or
- other forms of flexible working.

Requests will be considered fairly and consistently, while taking account of operational requirements, safeguarding, staffing and the needs of the children and settings in which CM Sports operates.

19. Family and Statutory Leave

CM Sports will comply with applicable statutory rights relating to family and other forms of statutory leave.

Depending on eligibility, this may include:

- maternity leave;
- paternity leave;
- adoption leave;
- shared parental leave;
- parental leave;
- parental bereavement leave;
- neonatal care leave;
- carer's leave;
- bereaved partner's paternity leave; and
- time off for dependants.

CM Sports will ensure staff are provided with appropriate information about relevant rights and procedures.

20. Health and Safety

CM Sports is committed to providing a safe working environment.

Staff must:

- follow health and safety procedures;
- report hazards and accidents;
- use equipment appropriately;
- follow risk assessments;
- report unsafe working practices;
- attend required health and safety training; and
- take reasonable care of their own safety and the safety of others.

Where staff work with children, safeguarding and health and safety responsibilities must be considered together.

21. Staff Medication, Alcohol and Substances

Staff must not attend work under the influence of alcohol or illegal substances.

Staff must ensure that prescribed or other medication does not prevent them from carrying out their duties safely.

Where medication may affect an individual's ability to undertake their role safely, they should discuss this confidentially with an appropriate manager.

CM Sports will consider reasonable adjustments where appropriate.

22. Leaving Employment

Employees who wish to leave CM Sports must provide the notice required by their contract.

CM Sports will follow appropriate procedures when employment ends.

This may include:

- confirmation of the final working date;
- return of CM Sports property;
- final pay and holiday arrangements;
- withdrawal of access to systems where appropriate;
- completion of required safeguarding processes; and
- an exit discussion where appropriate.

Where an individual working with children leaves during or following a safeguarding investigation, CM Sports will follow the appropriate safeguarding and referral procedures.

23. Allegations and Concerns About Staff

CM Sports takes all allegations and concerns regarding staff seriously.

Any concern that an employee, worker, volunteer, coach or other adult working with children may have:

- harmed a child;
- behaved in a way that may pose a risk to children;
- breached professional boundaries;
- acted inappropriately towards a child; or
- otherwise acted in a way that raises safeguarding concerns

must be reported immediately through the appropriate safeguarding procedure.

Low-level concerns about staff will also be appropriately recorded, considered and managed.

Further detail is contained within the **CM Sports Safeguarding and Child Protection Policy, Staff Code of Conduct** and relevant managing allegations procedures.

24. Whistleblowing

CM Sports supports staff who raise genuine concerns about wrongdoing, unsafe practices, safeguarding failures or other serious concerns.

Staff should raise concerns through the appropriate whistleblowing procedure.

No staff member should be subjected to detrimental treatment for raising a genuine concern in accordance with applicable whistleblowing protections.

Concerns involving safeguarding must be reported without delay.

25. Equality, Dignity and Respect at Work

CM Sports expects all staff to contribute to a respectful workplace.

Bullying, harassment, victimisation and unlawful discrimination will not be tolerated.

This includes inappropriate behaviour:

- face-to-face;
- by telephone;
- through messaging platforms;
- through social media;
- online; or

- through any other communication method connected with work.

Concerns will be taken seriously and investigated appropriately.

26. Conflict of Interest

Staff must disclose any actual or potential conflict of interest that could affect their role or their ability to act appropriately on behalf of CM Sports.

Staff must not use their position for personal gain or to provide inappropriate advantage to themselves, relatives, friends or other individuals.

27. Records

CM Sports will maintain appropriate employment records.

These may include:

- employment details;
- contracts and written statements;
- attendance records;
- holiday records;
- sickness records;
- training records;
- performance records;
- disciplinary and grievance records;
- safeguarding-related employment records; and
- other records required by law.

Records will be stored securely and retained in accordance with applicable legal and organisational requirements.

28. Management Responsibilities

CM Sports management is responsible for:

- implementing this policy;
- ensuring staff understand their employment responsibilities;
- applying employment procedures fairly and consistently;
- supporting staff wellbeing;
- addressing concerns promptly;
- ensuring appropriate training is provided;
- maintaining appropriate employment records;

- complying with employment legislation;
 - ensuring safeguarding responsibilities are understood; and
 - reviewing this policy regularly.
-

29. Staff Responsibilities

All staff are responsible for:

- understanding their employment terms;
 - following CM Sports policies and procedures;
 - attending work reliably and punctually;
 - maintaining professional standards;
 - completing required training;
 - following safeguarding procedures;
 - treating others with dignity and respect;
 - maintaining confidentiality;
 - reporting concerns appropriately; and
 - complying with reasonable management instructions.
-