DDAT

Derby Diocesan Academy Trust

Secondment Procedure

September 2026

Approved by the Trust Board: 23rd October 2026

To be reviewed: October 2027

Contents

	Page
1. About this procedure	3
2. What is a secondment?	3
3. Process	4
4. Scope	4
5. Responsibilities	4
5.1 Secondment Manager	4
5.2 Substantive Manager	5
6. Contractual Arrangements	6
7. Impact on Organisational Reviews	7
8. Keeping in touch	7
9. External Secondments	7

1 About this procedure

1.1 This procedure is in place to support Derby Diocesan Academy Trust ("DDAT", "the Trust") in adopting a consistent and fair process when considering and managing secondments.

1.2 The Trust encourages the use of secondments as they have a number of benefits, including:

1.2.1 Opportunity for employees to gain enhanced skills and knowledge to support career development.

1.2.2 Providing a short-term resource for specific projects, fluctuating service needs, maternity leave cover, staff shortages, etc.

1.2.3 Directing expertise and sharing skills and knowledge across the Trust.

1.2.4 Supporting service improvement and cross-Trust working.

1.2.5 Strengthening a culture of flexibility and partnership.

1.2.6 Attracting employees who are flexible and keen to develop.

1.3 This procedure covers all employees working for the Trust and acknowledges external partnerships where secondment opportunities may arise.

1.4 This procedure does not form part of an employee's contract of employment, and the Trust may amend it at any time following consultation with the recognised Trade Unions. It has been implemented following consultation with all recognised Trade Unions.

1.5 The Trust will ensure that secondment opportunities are managed fairly, consistently and without unlawful discrimination. Any decisions relating to selection, release, extension or termination of secondments will be made in accordance with the Equality Act 2010.

2 What is a secondment?

2.1 A secondment is the temporary transfer or "loan" of an employee. A secondment can be internal (i.e. between different Schools within the Trust) or external (i.e. a DDAT employee being seconded to an external organisation, or vice versa).

2.2 A secondment is not a fixed-term contract, and should usually be used on a temporary basis, where the employee’s substantive job remains available for them to return to at the cessation of the secondment.

2.3 If any employee of DDAT is seconded ("secondee"), their legal employer will remain as DDAT, however they will spend a certain amount of time away from their normal place of work, at a "host" school, academy trust or other employer, performing the duties under their secondment agreement.

3 Process

3.1 Should the need for a secondment be identified, the appointing manager should seek advice from the DDAT Central HR Team on the appropriate process to appoint to the post.

3.2 Secondments must be mutually agreed in advance between DDAT, the external organisation, the employee, and their current line manager. There is no automatic right for employees to be released to undertake a secondment opportunity.

3.3 If a secondment position becomes available on a permanent basis, the secondee does not have an automatic right to be made permanent in the role. The normal recruitment process would apply in these circumstances.

3.4 Where there is more than one suitable applicant for a secondment opportunity, selection will be based on criteria, including skills, experience, development needs and service requirements.

3.5 All parties involved in a secondment must comply with the Trust's policies and procedures.

3.6 Where a request for a secondment is declined, the employee will be informed of the reasons for the decision.

4 Scope

4.1 Secondments can either be full-time or part-time. Full-time secondments require the full working time of the secondee. Part-time secondments are where part of the secondee's working time is spent in their substantive job at their normal place of work, and part of their time is spent in the seconded job at the host place of work.

4.2 The typical duration of a secondment will depend on the circumstances. For example, some secondments might be to cover a period of maternity leave, or sick leave.

4.3 Secondments will usually be on a temporary basis, however there may be circumstances where a secondment may become permanent. In the event that a secondment might become long-term or permanent, advice must be sought from the DDAT Central HR Team, and consideration should be given as to whether the job should continue as a secondment or be appointed to on a permanent basis through the normal recruitment process.

5 Responsibilities

5.1 Secondment Manager

5.1.1 Ensures that any required pre-employment checks and safeguarding checks are completed in accordance with the Trust's Recruitment and Selection Policy prior to the commencement of the secondment.

5.1.2 Ensures any reasonable adjustments are put in place and documented in a Reasonable Adjustment Passport prior to the commencement of the secondment and is reviewed and maintained throughout the secondment period.

5.1.3 Provides an induction and any training or development that may reasonably be required to carry out the job.

5.1.4 Assumes day-to-day management responsibility for the secondee throughout the secondment period. This includes attendance management, performance oversight and the approval of annual leave. Any formal HR matters, including grievances, disciplinary matters, capability concerns or long-term sickness absence, will be managed in consultation with the DDAT Central HR Team and the substantive manager, with responsibilities determined according to the circumstances of the case.

5.1.5 Reports to the substantive manager any performance, health and safety, grievance or disciplinary matters that relate to the secondee which arises out of, or is in any way connected with, the secondment.

5.1.6 Has responsibility for reviewing the progress of the secondment and must contact the substantive manager at least three months before the proposed end date to confirm return arrangements, discuss any proposed extension and identify any support required for the employee's return to their substantive post.

5.1.7 Evaluates the success of the secondment and makes recommendations for further development.

5.1.8 Conducts performance management reviews and reports these to the substantive manager.

5.1.9 During the period of secondment, the Secondment Manager will be responsible for the approval and management of annual leave, sickness absence and other authorised absences. Where required, the substantive manager will be kept informed of any significant or ongoing absences.

5.1.10 For internal secondments, the employee's responsibility within the Trust's system (SAM People) will be temporarily transferred to the Secondment Manager for the duration of the secondment, or alternative system access arrangements will be put in place to enable the Secondment Manager to fulfil these responsibilities.

5.2 Substantive Manager

5.2.1 Makes the decision whether or not to ‘release’ the employee from their substantive job, for the period of the secondment.

5.2.2 Considers the temporary backfill arrangements, impact on the team,

and whether any additional training is required.

5.2.3 Ensures the secondee is updated on any general developments affecting their substantive job, where applicable.

5.2.4 Includes the secondee fully in any consultation process which affects their substantive job.

5.2.5 Ensures a robust performance management review is undertaken and makes recommendations on pay progression. Seek advice from the DDAT Central HR Team if required.

5.2.6 At the end of the secondment, the secondee will normally return to their substantive post on no less favourable terms and conditions, unless organisational change or other exceptional circumstances apply, in which the secondee must be consulted.

5.2.7 When the employee returns to their substantive post, the substantive manager will meet with the employee to discuss knowledge, skills and experience gained during the secondment and consider how these may be applied within the substantive role. New objectives will be agreed where appropriate.

5.3 The originating Trust or external organisation will invoice the host Trust or external organisation on a monthly basis for the secondee to provide their services, and the host Trust or external organisation will settle these invoices within one month of receipt.

5.4 If the host is an external organisation, they will maintain adequate insurance to cover any loss, injury or damage caused by the secondee during the secondment and shall fulfil all relevant health and safety and welfare obligations relating to the secondee during the secondment. For DDAT employees being seconded to an organisation outside of the Trust, the external organisation will ensure appropriate health and safety arrangements, risk assessments and mandatory training are in place throughout the secondment.

6 Contractual arrangements

6.1 A secondment agreement will be formally issued by the Trust, which will set out the full details and terms of the secondment, including its length and provisions for termination.

6.2 Any temporary changes to the salary, grade and terms and conditions of employment of the seconded employee will be those applicable to the advertised secondment and will be clearly set out in the secondment agreement.

6.3 All employees who are seconded will retain full continuity of service during their period of secondment.

6.4 The Trust will remain responsible for the secondee's salary, sick pay, holiday pay and absence entitlements in accordance with their contract of employment.

6.5 Employees on secondment from DDAT will remain subject to all of the Trust's policies and procedures, including confidentiality, information governance and sharing, and data protection requirements, as well as any external organisations individual policy requirements.

6.6 A secondment will normally end on the agreed end date. Any extension must be agreed by all parties and confirmed to the employee, in writing, before the original end date. Where it is necessary to end a secondment early, the Trust will consult with the employee and all relevant parties and provide reasonable notice wherever practicable.

7 Impact on organisational reviews

If the employee's substantive job is included in a restructure during the secondment period, the employee will automatically be fully included in any consultation or process which affects the job.

8 Keeping in touch

8.1 The seconded employee's substantive manager should maintain reasonable contact during the secondment period to ensure objectives are being met. The frequency and method of contact should be agreed between the employee and their substantive manager in advance of the secondment commencing.

8.2 The seconded employee's substantive manager is responsible for keeping the secondee informed of any significant workplace developments which may be relevant to their employment.

8.3 The employee on secondment is expected to maintain any professional links and keep up to date with any significant developments in their area of work.

9 External secondments

9.1 If a DDAT employee is being seconded to an external organisation, or an external employee is being seconded into the Trust, then a secondment agreement should be issued in accordance with clause 6.1 and the Trust must be satisfied that this covers the situation appropriately. Advice should be sought from the DDAT Central HR Team.

9.2 The general principles set out in the previous sections of the procedure apply to external secondments, as appropriate.

9.3 The external organisation will be responsible for ensuring that any required pre-employment checks, such as DBS checks and medical checks, are carried out prior to commencement of the secondment.

9.4 For any external secondment, the Trust should give specific consideration to cross-charging in relation to sick pay, maternity pay, etc.

9.5 For external secondees, appropriate data-sharing arrangements must be established before any external secondment commences.

9.6 Any potential conflicts of interest arising during a secondment, must be disclosed to the Trust immediately.