

SCT  
Starters and Leavers

- Worker (SCT/ Agency) notifies line manager of their intention to end their employment at SCT.

Resp: Employee

- Leave of notification form HR 522 to be completed and returned to hrqueries\_childrenstrust

Resp: TM  
Timescale: 5 working days

This form can be obtained directly from the Intranet Managers Toolkit or via email at hrqueries\_childrenstrust

- Content of 522 used to generate Starters and Leavers.
- Email notification sent to business operational lead (Business Admin Supervisor) each Monday

Resp: HR Lead  
Timescale: By the 12<sup>th</sup> of the month

- Consideration given to notice period when processing HR522 to ensure end date is accurate
- Should leave date change update HR immediately**

- Leavers received via email.
- Notify team admin/ mini admin team.

Resp: Business Admin Supervisor  
Timescale: 3 working days

- Complete leavers form (available on ICT portal) and log a call with ICT to end network access on leaving date.
- Log a call with LCS/ EHM helpdesk to end system access on leaving date

Resp: Team Business Admin  
Timescale: 1 working day

- Equipment received from worker on final working day.
- Update equipment spreadsheet/ leavers checklist.
- Notify BSO and Infrastructure Lead of missing equipment.
- Return of ID/ Locker Key.
- Equipment ready for ICT collection Monday of each working week

Resp: Mini admin  
Timescale: As Appropriate

**Escalation points**

- 1 week of leaving – email, Team Manager, Admin Supervisor and Jean Butler
- 2 weeks of leaving – email, Service Manager, Team Manager, Admin Supervisor and Jean Butler
- 3 weeks of leaving – email, Head of Service, cc. Service Manager, Team Manager, Admin Supervisor and Jean Butler

- Forward end of access To SBS Team.
- Disable email account. (Doesn't remove access to file share) Further discussion needed.
- Access to Teams removed.

Resp: ICT Service Desk  
Timescale: 10 working days

- Notification received.
- Workers worktray reviewed.
- Contact made via with TM to confirm which unallocated service basket tasks should be moved to.
- Schedule removal of access to Child View and Controcc

Resp: Systems Admin  
Timescale: 1 working day

- Allocate case to 'Unallocated Team Basket' after worker has left

Resp: Line Manager  
Timescale: 1 working day