

Welcome to Streatley Hill Pre-school

We hope your career with us will be both enjoyable and fulfilling.

This employee handbook provides you with the employment framework within Streatley Hill Pre-school, the main terms and conditions of employment, entitlements and expectations for you as an employee. If anything is unclear or if you require any additional information, please discuss this with your line manager or trustee.

Introducing Streatley Hill Preschool

Streatley Hill Pre-school is a Charity and Limited Company. We started in 1992 by a group of parents who wanted to provide local Early Years Education to pre-school children in Streatley. It first operated in Warren Farm, but then transferred to its current location in the grounds of Streatley Primary in the mid-1990s when a second-hand Portakabin was sourced. A beautiful new building was built, and we now nestle in our idyllic setting, with lots of light, secure in the grounds of the Primary School.

Our mission is to provide safe, happy and stimulating environment where children gain the confidence to learn via investigation and exploration, whilst having fun. The majority of children feed into Streatley Primary School.

The following benefits are available to you as an employee:

- well-structured career path
- training and development
- pension
- flexible working
- voluntary benefits including uniform

This employee handbook, replaces any other employee handbooks currently in place. It is for internal use only and must not be reproduced in any way or used externally.

Employee declaration

Your contractual terms and conditions of employment are as identified in your employment contract and in this employee handbook. They are the only terms and conditions upon which you are employed by Streatley Hill Pre-school and may not be varied except by a document in writing that is issued and signed by or on behalf of the setting.

Please read the employee handbook, and if you cannot answer yes to all of the following questions, then you must contact your line manager for further clarification.

- Do you understand the aims and mission of Streatley Hill Pre-school?
- Do you understand what your work responsibilities are?
- Do you know how to apply the EYFS as it is relevant to your role?
- Do you understand health and safety rules?
- Do you know the procedure for recording and reporting safeguarding concerns?
- Do you know the whistleblowing arrangements for reporting concerns?
- Do you know what information you are, and are not, able to share?
- Do you know the requirements for reporting sickness?
- Do you know where to seek further support?
- Do you understand the responsibility of Keeping Children Safe in education?

If you have answered yes to all of the above questions, please sign and return this slip to the Lead Teacher within seven days of receiving this copy of our employee handbook.

I confirm that I have read, understood and agree to the conditions as stated in the employee handbook and understand that the version of this handbook that applies will be the latest version issued.

Date employee handbook received:

Print name:

Signed:

Date:

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Section 1.0 Employee rights

Annual leave

The annual leave year should be taken during August when the setting is closed.. Annual leave entitlement is outlined in the employee's statement of terms and conditions of employment. Additional leave must be authorised prior to leave being taken and is granted at the discretion of the early years setting. Annual leave will not be granted during term time except in exceptional circumstances.

If you wish to apply for annual leave please complete an Annual Leave Request form, available from the Lead Teacher, and return it as far in advance as possible.

In exceptional circumstances, a maximum of five days may be carried over from one holiday year to the next, but this can be done only with the prior written approval of your line manager. In any case, any holiday carried over must be taken no later than the end of the next year. This carry over only applies to leave in excess of the statutory holiday entitlement.

Sickness reporting

It is your responsibility to:

- attend work at the expected time, ready to work
- inform your line manager, in accordance with agreed arrangements, prior to any absence, or as soon as is reasonably practicable
- provide a reason for all absences and if possible the anticipated length of absence, plus details of any work which needs to be covered urgently
- keep your line manager informed of progress and your likely date of return, if the period of sickness continues
- comply with health and safety requirements
- give as much notice as possible of the date and time of return, and report directly to your line manager on return from sickness absence
- comply with your line manager's request to take care of your health generally
- return to work interviews and appropriate sickness absence meetings, to establish causes and agree remedies for absences
- comply with certification arrangements as outlined below:

| Length of sickness absence | Responsibility of employee |
|---------------------------------------|--|
| For sickness up to seven days | Complete a Self-certification of Sickness form on the first day of your return to work. |
| If sickness extends beyond seven days | Obtain a fit note from your GP and continue to provide fit notes promptly if the period of sickness continues. |

- contact your manager immediately before you return to work if your GP has issued you with a fit note which states that you are 'fit for work' with recommended adjustments

It is important that you follow the sickness reporting responsibilities. If you do not, we may have to take disciplinary action against you. As part of the normal managerial process for managing sickness absence, the early years setting has put in place a number of interventions including:

- sickness reporting systems

We may request a fit note that confirms fitness to work following sickness absence in cases where the prognosis is unclear or where there has been a protracted or repeated period of sickness absence. In these cases, we also expect you to familiarise yourself with the Fit for Work service (fitforwork.org/employee) and agree to a referral to the service where appropriate. If specific adjustments to your duties, hours or working conditions are made by Fit for Work or your doctor, we expect you to engage in discussions about how to implement these recommendations.

Recommendations are not binding on the setting, but will be carefully considered.

Serious illness

In order to meet our obligations under food safety and health and safety legislation, it is very important to let your line manager know if you are suffering from or have been in contact with a carrier of any serious illness, if it is:

- contagious
- infectious
- likely to cause food poisoning

Medical and dental appointments

We prefer you to make appointments with your doctor, dentist or hospital outside working hours or at the beginning or the end of the working day. Where this is not possible, agree a mutually convenient time with your line manager and give at least 48 hours' notice.

Flexible working

All employees who have been employed for 26 weeks or more are able to make one request in a year to work flexibly. When making your request you must state:

- the effect(s) that you think the change(s) will have on the early years setting
- the date you would like the change(s) to commence
- how you think that any such effect(s) might be dealt with

Once you have made a request for flexible working, we will follow the statutory procedure, which involves the following steps:

- We will invite you to a meeting to discuss your request. You have the right to be accompanied by a work colleague.
- We will write to you, either agreeing to the request and specifying the contract variation and when it is to take effect, or explaining why the request has been rejected. If your request is refused, our reply will state the specific business grounds for the refusal and why these are relevant in your particular case.
- We will inform you of our decision within three months of request.
- We will grant you the right of appeal against any refusal of a flexible working request.

We will normally deal with your request (and any appeal), within three months of receiving your request in writing.

Antenatal rights

Entitlement to leave (and pay) for antenatal appointments is as follows:

- Pregnant employees are entitled to reasonable paid time off for antenatal care. For a first baby, women can expect to have up to 10 antenatal appointments and will need to show documentation confirming appointments to their employer after their first appointment. If an employee has previously had a baby then they may have about seven antenatal appointments.
- Fathers, partners and civil partners of pregnant women are entitled to unpaid time off to attend two antenatal appointments.
- Surrogate parents could also be entitled to attend two unpaid antenatal appointments if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child.
- Employees who are adopting a child are entitled to take paid time off too. The main adopter is allowed to take paid time off for up to five adoption appointments and their partner is entitled to

take unpaid time off for up to two appointments.

- Time off for each appointment is capped at six and a half hours. If longer is required, this will need to be taken as annual leave. Anyone requesting time off will need to sign an Antenatal Appointment Declaration form, available from the Lead Teacher.

An employee or agency worker (after 12 weeks in the same role) has a qualifying relationship with a pregnant woman or her expected child if he or she:

- is the husband or civil partner of the pregnant woman
- lives with the pregnant woman in an enduring family relationship, although is not her parent, grandparent, sister, brother, aunt or uncle
- is the father of the expected child
- is an intended parent in a surrogacy situation who meets certain conditions (for example, is a potential applicant for a Parental Order in respect of the expected child)

Time off for the pregnant employee is not restricted to medical appointments and could include other antenatal care made on the advice of a registered medical practitioner, such as relaxation classes and parenting classes. You must show the setting an appointment card which shows that the appointment has been made.

Maternity benefits

In order to claim the right to any level of maternity leave and/or pay, you are required to:

- advise the early years setting of the fact that you are pregnant
- provide medical evidence from a registered medical practitioner or midwife stating the Expected Week of Confinement (EWC), such as your MATB1 (this will be required for the purpose of claiming Statutory Maternity Pay)
- provide written notice of when you intend to start taking maternity leave and/or pay by the end of the 15th week before the EWC

Your line manager can provide full details of what you are required to do and your entitlements, including the obligation to take at least two weeks' maternity leave following the birth of your child.

We request that you notify your line manager of your pregnancy as early as possible. Following notification, your line manager will confirm full maternity entitlements including paid and unpaid leave, and time off for antenatal care. This will also enable us to make any necessary arrangements for your safety at work during the pregnancy.

Keeping in touch days

You may carry out up to 10 days' work for the early years setting during your statutory maternity leave period without bringing your maternity leave to an end. The purpose of this provision is to allow you to 'keep in touch' with the workplace. Work includes any work done under the contract of employment and may include training or any activity aimed at keeping in touch. Any work carried out in the course of a day constitutes one day's work.

Paternity leave

Eligible employees can choose to take either one or two consecutive weeks' paternity leave, paid at the Statutory Paternity Pay (SPP) flat rate, during the weeks immediately following their child's birth. If you have average weekly earnings below the lower earnings limit for National Insurance purposes, you will not qualify for SPP.

You will need to satisfy the following conditions in order to qualify for ordinary paternity leave. You must:

- have, or expect to have, responsibility for the child's upbringing

- be the biological father of the child, and/or the mother's husband or partner; or be the adopter's spouse or partner

- have worked continuously for the setting for 26 weeks leading into the 15th week before the baby is due, or, if you are adopting, the week in which you are notified of being matched with a child

- be taking the time off to support the mother and/or care for the baby

Paternity leave must be completed within 56 days of the actual date of birth of the child or the adopted child's placement. You will be required to inform your line manager of your intention to take paternity leave by the 15th week before the baby is expected, or within seven days of you being notified by your adoption agency that you have been matched with a child (unless this is not reasonably practicable).

You are required to provide a self-certificate (government forms SC3 for parents and SC4 for adopters, available online from HMRC) as evidence that you meet these eligibility conditions. By providing a completed self-certificate, you will be able to satisfy both the notice and evidence conditions for paternity leave and pay.

Adoption leave and pay

Adoption leave and pay will be available to:

- eligible employees who adopt
- one member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave)

The other member of a couple who are adopting jointly, or the partner of an individual who adopts a child, may be entitled to paternity leave and pay. Paid adoption leave and paid paternity leave are available where an approved adoption agency notifies the adopter of a match with a child. To qualify for adoption leave, you must:

- be newly matched with a child for adoption by an approved agency (adoption leave and pay are not available in circumstances where a child is not newly matched for adoption, for example, when a step-parent is adopting a partner's child)
- have worked continuously for the early years setting for 26 weeks leading into the week in which you are notified of being matched with a child for adoption

During your adoption leave, you may be entitled to Statutory Adoption Pay. If you have average weekly earnings below the lower earnings limit for National Insurance purposes, you will not qualify for Statutory Adoption Pay. Those who do not qualify can obtain information about additional financial support from the local Jobcentre Plus.

You will be required to inform the early years setting of your intention to take adoption leave within seven days of being notified by the adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable. You will need to inform the early years setting as to:

- when the child is expected to be placed with you
- when you want your adoption leave to start
- the date you expect payments of Statutory Adoption Pay to start, at least 28 days in advance, unless this is not reasonably practicable

You are also required to provide the early years setting with a matching certificate from your adoption agency as documentary evidence of your entitlement to Statutory Adoption Pay. Your line managers can also ask for this certificate as proof of entitlement to adoption leave. It is your responsibility to ask the adoption agency for a completed matching certificate.

Shared parental leave

Shared Parental Leave and Pay for mothers, fathers and adopters is designed to encourage parents

and adopters to share leave around their child's birth or placement.

If you are a new mother and eligible for Shared Parental Leave, you can choose to end your maternity leave and take the remaining leave entitlement in blocks, with periods of work in between. Eligible partners can also share the balance of the maternity leave. Shared Parental Leave is also available to adoptive and Parental Order parents.

Parental leave

Parents are entitled to take up to 18 weeks' unpaid parental leave per child, to be taken before the child's eighteenth birthday.

To qualify for parental leave, you must have completed one year's continuous service with the early years setting.

If you have taken part of your parental leave with a previous employer then you may only take the balance of the parental leave due. In this case, we may request evidence of the amount of parental leave already taken with one or more previous employers.

Dependants' leave (emergency leave)

You have the right to take a reasonable period of time off to deal with an emergency involving a dependant, and not to be dismissed or victimised for doing so. Circumstances where you can take time off include:

- when the dependant is unexpectedly ill (including mental illness), gives birth or is injured or assaulted
- to make care arrangements for a dependant who is ill or injured
- when a dependant dies
- when a dependant's school or nursery is unexpectedly closed
- when care arrangements are unexpectedly withdrawn

A dependant is a person (adult or child), who regularly and continuously relies on the employee to provide the sole or principal care required. The employee need not be related to the dependant but must live in the same household. In cases of illness or where arrangements break down, if the employee is the principal carer or is relied upon in an emergency, then the dependant need not live in the same household. Dependency leave cannot be granted where an employee normally provides care only on an ad hoc basis.

In addition, dependency leave cannot be granted where it would be reasonable to expect the carer to have made appropriate arrangements to cover the situation that has arisen.

It must be sufficiently serious to require care as an essential necessity, not as a preference. Dependency leave will not be granted where:

- the childminder is on holiday or is not available for any reason where advance notice would be expected to be provided
- the school or nursery is closed for the holidays
- appointments with the hospital, doctor or dentist are planned (i.e. known in advance)

This is not an exhaustive list.

Redundancies

We aim to manage our business in such a way that redundancies are unlikely to become necessary. However, in the unlikely event that our circumstances change and fewer employees are needed, then some redundancies may become necessary. In this case, we will take appropriate steps to keep the number of redundancies to a minimum, while taking into account the needs of the business.

If it becomes necessary for us to consider redundancies, a genuine and thorough consultation process will take place. The objectives of the consultation will be to discuss:

- the reason why there is a need to make redundancies
- the proposed changes and their implications
- the process to be followed
- the best way redundancy can be implemented as fairly as possible
- the criteria for selecting which employees are to be made redundant (where the whole setting is not closing)
- ways of avoiding or reducing the number of redundancies
- details of suitable alternative employment
- details of the process of applying for voluntary redundancy

An employee who is made redundant will be eligible for a statutory redundancy payment provided that she or he has at least two years' continuous service.

The amount of any statutory redundancy payment is based on three factors: an employee's age, salary and length of service. An employee is entitled to receive:

- half a week's pay for each year of employment in which the employee was aged 21 or under

- one week's pay for each year of employment in which the employee was aged between 22 and 40
- one-and-a-half week's pay for each year of employment in which the employee was aged 41 or over

The maximum number of years of employment that can be taken into account is 20. There is also a cap on the amount of weekly pay which can be used to calculate redundancy pay.

Retirement

Streatley Hill Pre-school does not operate a compulsory retirement age for employees.

We are committed to equality and diversity and recognise the contributions of a diverse workforce, including the skills and experience of older employees. We believe that employees should, wherever possible, continue working for as long as they wish to do so. As an employee you may voluntarily retire at a time of your choosing.

Section 2.0 Policies and procedures

You must have read, understand and adhere to the Streatley Hill Pre-school's detailed policies listed on the website. <http://www.streatleyhillpreschool.com/pre-school-policies.html>

Equality and diversity

Streatley Hill Pre-school is committed to recognising, valuing and respecting the diversity of its employees, service users, volunteers and job applicants. We aim to ensure that all individuals involved with our setting will be treated in a fair and consistent manner.

We recognise that certain people face discrimination based on factors such as their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. With this in mind, we will work within the current legislative framework and within the sphere of best practice in order to promote equality and value diversity, and work to address unfair treatment, discrimination and prejudice where found within the workplace.

It is expected that the principles of diversity and equality will underpin all of our work, and the work of our employees.

Induction and probation

Through our induction practices, we seek to ensure the effective integration of new employees into the organisation for the benefit of both new employees and the early years setting. Your induction

programme will normally consist of physical and organisational orientation, health and safety information, an explanation of the terms and conditions of employment and a clear outline of the role and its requirements.

Your line manager will arrange for you to have a comprehensive and useful induction.

Most new employees, except those on short term contracts, are placed on probation for a period of six months. The objectives of the probation period are to:

- set and assess performance with standards and targets
- discuss future objectives, priorities and targets
- determine training needs
- discuss personal development
- ensure that you are capable of and willing to fulfil the requirements of the job

During the probation period, and throughout any extension of the probationary period, employment may be terminated by either you or [name of early years setting] giving one week's notice in writing. Thereafter, termination will be governed by the notice period detailed in your Statement of Terms and Conditions of Employment.

As probation periods can be extended, regular performance reviews should continue during the extended period.

If your contract of employment has been terminated as a result of the probationary process, you will have a right of appeal.

Supervision

Supervision meetings are a two-way discussion between the employee and line manager. For these meetings to be effective, each person must recognise the value of supervision and take equal responsibility for ensuring effective communication and co-operation.

Supervision meetings seek to ensure that you are clear about what your job involves, what the setting wants you to do, and for you to be supported to do your job well. The meetings are there to set and communicate standards, and to ensure that you understand how you are expected to meet them.

Areas for discussion could include:

- the development and well-being of your key children, agreeing a schedule of actions
- your workload
- concerns or team issues

- relationships with parents/carers
- your individual performance and objectives
- the performance of the setting as a whole
- training and development
- progress following the previous supervision
- time management
- requests for annual leave
- any changes in your circumstances e.g. change of address or police caution

You are expected to produce work to the expected standards and strive for continuous development. We also expect an open, non-defensive response from you when your work is being discussed. In return you will be supported to deliver excellent performance.

Mandatory training

- We require regular training both online and in person. Please see Lead Teacher for specific information.

Appraisal

The annual appraisal meeting is designed to reflect on and analyse past job performance, and look forward with a view to improving future performance. The overall objective of the appraisal process is to help employees to maximise their job performance for the joint benefit of the appraisee and the early years setting.

Quarterly review meetings will take place across the year to review the objectives set and progress made against them. At certain times we may hold these meetings on a more regular basis.

Working hours

We expect you to work your full contractual hours each week. We expect you to be at the setting, settled and ready to work at the starting time. If you do not perform your full contractual hours, your salary payment will be adjusted accordingly.

Overtime

From time-to-time you may be required by Streatley Hill Pre-school to be available to work overtime in excess of your normal working hours, although we do not guarantee that overtime will be available to you. For details of the overtime rates, please contact your line manager.

Part-time employment

We recognise the benefits that can be gained from part-time working. It is appropriate where the workload or duties of a job can be undertaken in less than full-time hours, or when the workload or duties of a job allow job-sharing, and/or where initiatives are needed to attract and retain employees.

Part-time employees, irrespective of hours worked, will be entitled to the same contractual benefits on a pro-rata basis as full-time employees doing the same job, unless there is an objective reason for offering a different level of benefits.

Managing sickness absence

It is Streatley Hill Pre-school's practice to support employees who are genuinely sick and unable to come to work and to act reasonably at all times in its dealings with employees.

We manage attendance by encouraging all employees to attend work regularly. To achieve this, we will:

- review your sickness record to assess whether action needs to be taken
- consult with you
- obtain up-to-date medical advice
- advise you when your employment is at risk
- meet with you to discuss the options and consider your views on continuing employment
- review whether there are any other jobs that you could do prior to taking any decision on whether to dismiss
- allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- hold an appeal meeting if an appeal is requested

Resignations

When resigning, it is important that your resignation is in writing to avoid confusion about your resignation date. Your required notice period is set out in your statement of terms and conditions of employment. As part of this process we will ask you for feedback on your decision to resign, in order to improve our retention practices, where appropriate.

Notice periods

The notice period that needs to be given by you and the setting to end your employment, both during,

and after completion of your probationary period, can be found in your Statement of Terms and Conditions of Employment.

Streatley Hill Pre-school may agree to release you from the requirement to serve your full notice period. In these circumstances, we will not pay you for the portion of the notice period that you do not work. You will be asked to sign a letter confirming the agreement reached.

In the event of termination of the contract of employment by either party, your line manager will confirm your final day of employment.

Claiming expenses

Normally, expenses must be agreed in advance and a receipt for all expenses should be submitted with all claims. Expenses should only be incurred wholly and exclusively on business that relates to the early years setting.

Failure to follow this procedure could result in your claim being declined and disciplinary action being taken against you.

If you require further guidance, please contact your line manager.

Change of personal details

If you change your address, contact details, next-of-kin details or bank account, you are required to immediately inform us to ensure our records are up-to-date. If you change your name by marriage or deed poll, then the original relevant legal document must be presented to us for review e.g. marriage certificate.

Data protection

The Data Protection Act 1998 and GDPR 2018 is intended to protect people's privacy by controlling the use of personal information held on computer and filing systems. Streatley Hill Pre-school holds and processes the data it collects about you during your employment only for the following purposes:

- administration and management of employees
- our business
- compliance with relevant procedures and laws

All data is treated with absolute confidentiality and security measures are taken at all times.

If you are dealing with data relating to the early years setting or its users, you must take adequate precautions to ensure confidentiality and to protect Streatley Hill Pre-school and its employees from any liabilities.

We expect all employees to observe the Data Protection Act 1998/GDPR 2018 when collecting, processing and storing early years setting related data. For further guidance please contact your line manager.

Computers and electronic communications

Email and internet use

We encourage our employees to use email and the internet at work where this can save time and expense. However, we require that you ensure that your communication is well structured and professional.

Staff must not use the setting's IT equipment for personal use during working hours, unless authorisation is sought in advance.

Personal blogs

You are free to set up personal 'blogs' on the internet, provided that they do not breach the law; disclose any of the early years setting's confidential information; breach copyright; defame the company or its suppliers, customers or employees; bring the organisation into disrepute; or disclose personal data or information about any individual that could breach the Data Protection Act 1998/GDPR 2018

Social networking websites

Streatley Hill Pre-school respects employees' right to a private life. However, we must also ensure that confidentiality and our reputation are protected. If you use social networking websites, we require you to:

- ensure that you do not conduct yourself in a way that is detrimental to the early years setting
- take care not to allow your interaction on these websites to damage working relationships between employees and service users of the early years setting

Cyberbullying

We are committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. Cyberbullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent are also unacceptable.

Telephone use

We provide employees telephone access for work-related purposes only.

However, if there is an urgent personal call that you need to make, then you are able to use the early years setting's telephone or use your personal mobile, provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of your line manager.

Monitoring

<http://www.streatleyhillpreschool.com/pre-school-policies.html> reserves the right to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. We reserve the right, for business and security purposes, to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserve the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of Streatley Hill Pre-school's electronic systems, the rights of the other users, and to ensure compliance with our policies and obligations.

If you are unsure about whether something you propose to do might breach this guidance, then you should seek advice from your line manager.

Copyright

Under the provision of the Copyright, Designs and Patents Act (1988), the copyright of any material (whether written, graphic or in any other medium) which is created by you in the course of your employment with the early years setting, is the property of Streatley Hill Pre-school

Drugs and alcohol

We aim to promote the general well-being of all employees, to avoid unnecessary illness, absences and accidents, to improve work performance and to provide a working environment which ensures, as far as possible, the health and safety of all employees.

If you suffer from an alcohol or drug addiction, then you are expected to notify your line manager. It is a disciplinary offence to attend work where the use of either alcohol or illegal drugs (including psychoactive substances, which may have previously been referred to as legal highs), impairs the safe and efficient running of the setting, or the health of our employees and service users.

Employees working for other employers

We recognise that employees may want to take up other employment in their spare time, whether paid or unpaid, and/or pursue outside business interests in their spare time, while remaining in the employment of the setting. Although we have no wish to unreasonably restrict your external activities, we must protect our own interests and those of all our employees. For this reason, we require you to

seek written permission from your line manager prior to undertaking any other paid or unpaid work.

We will not permit you to undertake any outside business activities, whether paid or unpaid, or take on any other work outside working hours, where we consider that this is in conflict with our interests.

These conditions do not apply to employees on a zero hours contract, as legislation prohibits employers requiring exclusivity in these circumstances.

Pay

Streatley Hill Pre-school is required to ensure that employees are paid correctly at all times. However, if an overpayment of wage or any other payment (either expenses and/or benefits) is made for any reason, Streatley Hill Pre-school reserves the right to take the necessary steps to recover the overpayment from the employee. Similarly, Streatley Hill Pre-school will take steps to correct any underpayment of wage or any other payment to which an employee is entitled as soon as it brought to the attention of HR and Payroll.

- All employees have the responsibility to check their payslip for accuracy and to immediately report errors.
- Streatley Hill Pre-school will regularly review pay and query any variances.
- If an error is found Streatley Hill Pre-school will:
 - Provide written notice of the over(under)payment
 - Provide the reason for the over(under)payment
 - Provide the amount of the over(under)payment
 - Determine appropriate repayment schedule and make appropriate salary withholdings(additions), if needed

Anti-bribery

Streatley Hill Pre-school requires that all staff comply with the Bribery Act 2010. This means that you agree not to offer, promise, give, request, nor agree to receive or accept any bribes:

- in the course of your employment
- when conducting business on behalf of the setting
- when representing the organisation in any capacity

A bribe means a financial payment or other form of reward or advantage, whether direct or indirect, that is intended to induce or influence, or has the effect of inducing or influencing, an individual, company or public body to perform their functions, including business and public duties, improperly.

Improper performance includes:

- not acting in good faith
- not acting impartially
- not acting in accordance with a position of trust

Section 3.0 Resolutions

Dignity at work

We are committed to ensuring that you are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated.

Examples of what we deem to be unacceptable behaviour include:

- unwanted physical contact
- spreading offensive or malicious rumours, insulting, ridiculing or demeaning someone, or setting them up to fail (particularly on the grounds of what are known as 'protected characteristics': age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex and sexual orientation)
- insulting behaviour or gestures
- deliberate exclusion from conversations or social activities
- unfair treatment
- misuses of power or position
- unwelcome sexual advances e.g. touching, display of offensive materials or jokes
- offensive or suggestive literature or remarks
- embarrassing, threatening, humiliating, patronising or intimidating remarks
- deliberately undermining a competent worker

- preventing individuals progressing by intentionally blocking promotion or training opportunities
- using electronic means or social networks to bully, harass, demean or offend someone
- physical or verbal assault
- damage to property

If you feel that you have been treated in a way you find unacceptable, please speak to your line manager in the first instance trustee.

Disciplinary procedure

Our disciplinary procedure is designed to encourage all employees to achieve high standards of conduct, attendance and work performance. The procedure provides a fair, effective and consistent method of dealing with disciplinary matters. You are expected to know the standard of conduct or work performance expected of you. You will be allowed to respond to any alleged fault or failing.

You are always entitled to be accompanied by a work colleague or a recognised trade union representative at a disciplinary meeting. For minor or isolated infringements of rules or expected behaviour, the early years setting may give you informal advice, coaching and guidance. If your conduct or performance fails to improve as a result of this advice, coaching or counselling, or where the offence is more serious, then the disciplinary procedure will be applied.

We consider the following issues to constitute gross misconduct:

- theft, fraud and deliberate falsification of records, expenses, qualifications and other offences of dishonesty
- physical violence
- serious bullying or harassment deliberate damage to property
- conviction of a criminal offence relevant to the employee's role gross negligence
- serious insubordination
- misuse of the setting's property or name
- misuse of electronic communications which defames individuals or brings the organisation into disrepute
- bringing the organisation into serious disrepute
- serious incapability whilst on duty brought on by alcohol or illegal drugs

- serious negligence which causes or might cause unacceptable loss, damage or injury
- serious infringement of health and safety rules
- serious failure to comply with policies, procedures and legal requirements, including those that safeguard children
- serious breach of the early years setting's and statutory policies
- serious breach of confidentiality (subject to the Public Interest (Disclosure) Act 1998)
- defaming or bad mouthing the setting on social networking sites serious breaches of the Data Protection Act
- bribery and corruption

This is not an exhaustive list.

Capability procedure

Our capability procedure is designed to ensure that cases of unsatisfactory performance are dealt with similarly and fairly, with the prime objective of improving an employee's performance to the required level. The procedure seeks to establish whether a concern about work performance is a misconduct or capability issue. Performance concerns due to lack of knowledge or skills are normally addressed through the early years setting's capability procedure. For example, if you are incapable of working to required standards through no fault of your own, then the setting's capability procedure will come into effect. Concerns about work performance due to carelessness, neglect or lack of effort are dealt with through the disciplinary procedure as misconduct.

Grievances

If you have a complaint about your individual circumstances at work, then you are entitled to raise a grievance. The key steps for resolving a grievance are:

- Discuss ordinary day-to-day issues informally with your line manager through supervision meetings, or if necessary request a separate meeting. Where this is not possible, you should raise your concerns verbally with the next level of management, prior to raising a formal grievance.
- If after seeking to resolve your concerns informally you are not satisfied, then write to the early years setting, explaining your grievance.
- We will invite you to a meeting to discuss the grievance. You will have the right to be accompanied at the meeting by a work colleague or trade union representative. The outcome of

the meeting will be confirmed to you in writing.

- You will have the right of appeal. Following an appeal, the final decision will be confirmed to you in writing.

Whistleblowing

It is important that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation's business, is reported and properly dealt with. We encourage all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured. Whistleblowing relates to all those who work with, or within, the early years setting, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the whistleblowing procedure outlined below.

- Report any concerns to your line manager. If this is not possible, then report your concerns to a more senior manager [or the owner/a director/a trustee].
- All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- You should be mindful and report any wrongdoing, which could include:
 - abuse of a child or vulnerable person
 - a child, parent, employee or volunteer being put at risk of harm
 - unsafe working practices
 - a failure to comply with statutory or legal obligations
 - a criminal offence which has or is about to be committed
 - the use of unsafe equipment
 - falsification of financial records
 - bribery and/or corruption which has taken or is about to take place

- covering up wrongdoing or malpractice
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualifying disclosure (something that it is in the public interest to disclose) will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure, the early years setting's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a malicious, vexatious or false allegation, this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to a more senior manager or a trustee.

Section 4.0 Early years standards

Early Years Foundation Stage (EYFS)

Provision for the development and learning of children from birth to five years is guided by the *Statutory Framework for the Early Years Foundation Stage*. Children start to learn about

the world about them from the moment they are born. The care and education offered at Streatley Hill Pre-school helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

You are required to understand the EYFS as it applies to your role, as well as review and understand all of our EYFS policies and procedures, and implement them in your role.

To meet the requirements of the EYFS, Streatley Hill Pre-school provides a framework for partnership work between childcare providers, practitioners, agencies and partners, and parents and children. Effective teamwork is therefore essential. Your line manager will provide you with opportunities and support to develop and maintain effective ways of working as part of a team, by sharing common values and beliefs, and working towards the same set of guidance and principles.

Section 5.0 Safeguarding children

Streatley Hill Pre-school is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed *Safeguarding Children, Young People and Vulnerable Adults* policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Checks on staff suitability

Checks undertaken by the early years setting will include:

- an explanation from you for any gaps in your employment
- references, with at least one being from your current or most recent employer
- a satisfactory enhanced DBS check and subscription to the DBS update service (having a conviction will not automatically prevent you from taking up employment)
- a request to obtain a Certificate of Good Conduct or equivalent from the relevant countries, if you have lived abroad in the past five years
- proof of essential qualifications
- Ofsted approval, where relevant
- completion of a medical questionnaire that is satisfactory to the setting
- proof of your identity (via the production of documents on an approved list)

- proof of the right to work in the UK (via the production of documents on an approved list)

Any false information provided may leave your continued employment at risk.

DBS

The Disclosure and Barring Service (DBS) provides a barring and criminal records disclosure service. Its role is to ensure that anyone who presents a known risk to children and vulnerable groups is prevented from working with them. To achieve this, the DBS is responsible for making independent barring decisions. It maintains two constantly updated lists, one for those barred from working with children, the other for those barred from working with vulnerable adults. It is an offence for a person on the DBS children's barred list to work in a childcare role. It is also an offence for a childcare provider to knowingly employ a barred person in a childcare role. In circumstances where individuals have demonstrated a risk of harm to children or vulnerable adults, childcare employers are legally obliged to refer information about the concerns to the DBS.

DBS Update Service

To ensure we safeguard the children in our care, Streatley Hill Pre-school requires employees to subscribe to the DBS Update Service which has been set up to allow regular checks for new information on employees' suitability. If you have already subscribed to the service, we require your consent to perform checks as required. If you have not yet subscribed, you will need a new enhanced DBS check, and we require you to subscribe to the DBS Update Service within 19 days of receiving your new certificate. You must maintain this subscription throughout your employment with us.

As subscription to the DBS Update Service is transferable between jobs, you are personally responsible for the cost of subscription.

Disqualification by association

You have an obligation to disclose to the setting if you, or to the best of your knowledge, someone you are living with:

- is on the DBS children's barred list
- has been cautioned for or convicted of certain violent and sexual criminal offences against children and adults (including those committed overseas)
- has been cautioned, is subject to a court order, bound over, received a reprimand or warning, or found guilty of committing any offence against a child
- has had any care orders made in respect of a child under the person's care
- has had registration refused or cancelled in relation to childcare or a children's home, or is

disqualified from private fostering (except where the sole reason is non-payment of fees)

Reporting concerns

You have an obligation to report any concerns relating to the health, safety or welfare of children within the early years setting. If you have any concerns, these should be communicated using the line management or whistleblowing arrangements.

Police investigation, caution or charge

You have an obligation to report any incident, which you are subject to, which leads to a police investigation, caution or charge, which is related to your employment (e.g. a child related offence). If you are uncertain as to whether to report being subject to a police investigation, caution or charge you must speak to your line manager.

Other investigations

If you are involved in any incident which leads to an investigation by a government department or statutory body and which is related to your employment, you have an obligation to report it to the setting. If you are uncertain as to whether to report being subject to an investigation, you must speak to your line manager.

Mobile phone use

You must ensure that you do not have a personal mobile phone in your possession during

working hours. Personal mobile phones must be switched off [and kept in the staff room] during working hours, although they can be used [in staff rooms or] outside of the premises during lunch or rest breaks. You may give the setting's telephone number as an emergency contact.

Where trips are taken outside of the setting (either outings or home visits) and mobile phones are not provided by the setting, employees may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings record [and you will be reimbursed for any use associated with the trip accordingly].

Cameras, video phones and tablets

The use of cameras, video phones and tablets in the setting, especially to photograph children in the setting or on trips, is subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission has been granted.

Employees found to be in breach of this policy will be subject to an investigation, which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under

various laws.

The early years setting will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the Data Protection Act.

Section 6.0 Health and safety

Your health and safety is of prime importance to us. We will:

- ensure as far as reasonably practicable, the health, safety and welfare at work of all our employees
- conduct our work in such a way that children, parents and employees are not exposed to risks to their health and safety
- communicate with you on health and safety matters

We expect you to:

- work safely and efficiently in accordance with our instructions
- know the rules relating to health and safety and follow these
- report and record any accidents as soon as possible after they happen
- take reasonable care of your own health and safety and that of others who may be affected by your actions
- know the fire and evacuation procedures
- ask for guidance if any of the safety rules or processes are unclear
- co-operate with your line manager to ensure that the highest standards of safety are maintained at all times

Accidents

If an accident or injury happens to you as an employee:

- let your line manager know
- let a first aider know in case treatment is needed
- make sure details of the accident have been entered in the accident record

Risk assessments for new and expectant mothers

Employees who are pregnant, breastfeeding or who have recently given birth, must be protected against any risks to their health or safety that might occur as a result of their duties or working environment. For this reason, in the event of us receiving written notification from you that you are pregnant, have given birth within the previous six months, or are breastfeeding, we will carry out a specific risk assessment. If you fall into one of these categories, you are expected to request a meeting and agree a date with your line manager at the earliest opportunity to discuss the risk assessment.

Display screen equipment

A display screen equipment user is defined as an operator who habitually uses display screen equipment as a significant part of their normal work. Managers and employees should ensure that display screen equipment is appropriately used and discuss, where appropriate, adjusting the workplace to suit their particular needs before commencing work. You should vary your work and undertake different duties to ensure that you have regular breaks from the screen.

Smoking and e-cigarettes

Smoking is banned within the early years setting and its outdoor space and public walkways. Staff who smoke do not do so during working hours, unless on an authorised break and off the premises.

Staff who smoke must make every effort to reduce the effects of odour and passive smoking for children and colleagues. Smoking is not permitted in any vehicles belonging to the setting.

E-cigarettes are also banned/permitted on the premises

If you breach these rules you are likely to face disciplinary action through the organisation's disciplinary procedure. It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

If you would like support to stop smoking, information is available from the Lead Teacher.

Fire

Make sure you know the procedure for evacuating the building, as explained in your induction. Familiarise yourself with the fire exits and fire alarm call points. Your line manager will advise you what the procedures are in your area. Please ensure that you:

- never block the fire exits or the routes leading to them
- raise the alarm, if appropriate, by breaking the glass on the nearest alarm point
- leave by the nearest exit, if you hear the alarm

- only fight the fire if it is safe to do so and with the right fire extinguisher

Food handling

We need to make sure that we maintain the highest standards of hygiene. During your induction, you will have been introduced to our hygiene procedures and, if necessary, you will receive further training.

Lifting and manual handling

Lifting and handling equipment is a common activity in early years settings. If it is done incorrectly it can lead to problems. Guidance will have been provided during your induction. You are expected to make sure that you understand how to lift and handle equipment safely.

Dress code

If you work directly with children, you are required to dress appropriately for your role when in the setting. This includes:

- not wearing high heels
- removing all earrings, nose and lip rings (apart from small studs) prior to commencing work
- removing all unsecure jewellery
- ensuring that you have no loose fastenings or buttons prior to commencing work
- wear nametag
- wear uniform

This is not an exhaustive list.

Mobile phones when driving

It is illegal for a person driving a motor vehicle on a road to use a hand-held mobile phone. Accordingly, Streatley Hill Pre-school forbids employees to use such phones while driving on company business.

Employees who are driving a vehicle must not make or receive a call on a hand-held mobile phone, unless parked. It is also important that employees are not contacted if you know they may be driving. We encourage employees to allow their phone to take messages and then respond to them when safely parked.

Stress at work

Streatley Hill Pre-school will take reasonable steps to reduce health and safety risks from stress in the

workplace to as low a level as reasonably practicable. Causes of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken. Identified risks will be reduced to as low as is reasonably

practicable through safe systems of work, suitable equipment and information and training.

You are expected to:

- inform your line manager if you are suffering from excessive pressure or stress at work
- follow appropriate systems for work laid down for your safety

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

Violence at work

Streatley Hill Pre-school considers the risk of work- related violence to be a serious matter and will take reasonable steps to reduce risks from violence to employees and others who may be affected.

The setting will eliminate work-related violence where possible. Where this is not reasonably practicable it will undertake a suitable and sufficient assessment of the risk of violence. Identified risks will be reduced to as low as is reasonably practicable. Any incidents of violence at work will be investigated and victims will be provided with appropriate support.

All employees are expected to:

- report any work related incidences of violence, including verbal abuse, to your line manager
- avoid putting yourself at risk from a violent attack
- inform your manager of any concerns that you have relating to violence at work

Staff personal safety including home visits

Streatley Hill Pre-school believes that the health and safety of staff is of paramount importance. We support safe working, acknowledging the diversity of services and the needs of clients.

- Managers are responsible for ensuring that staff members are provided with a copy of the setting's policy and procedures for Staff Personal Safety and Home Visiting
- Staff are responsible for reading and understanding the Staff Personal Safety including Home Visits policy
- All staff have a responsibility to take reasonable care of themselves and others

- Whenever staff members become aware of a health and safety problem regarding lone working, home visits or issues regarding their personal safety, they must inform their line manager

Section 7.0 Respectful Workplace

Respectful Workplace policy

Streatley Hill Pre-School is committed to a positive workplace environment in which all employees are treated with respect and dignity. Streatley Hill Pre-School aims to accomplish this goal by creating awareness about working relationships and providing skills training on healthy conflict resolution.

Each individual has the right to work in a professional atmosphere in which equal opportunities are promoted and personal and professional excellence is fostered. Streatley Hill Pre-School is committed to proactively creating a workplace where individual differences are welcomed and valued.

The purpose of policy is to foster positive working relationships and manage conflict in the workplace. Workplace conflict has the potential to escalate into discriminatory behaviours and harassment and affect workplace and individual well-being.

Discrimination and harassment are unlawful and will not be tolerated. Streatley Hill Pre-School pledges its support to all employees experiencing workplace conflict or workplace harassment and will treat the matter in a confidential manner.

Creating a respectful workplace

Streatley Hill Pre-school is committed to creating a positive workplace by:

- Making a strong commitment to the maintenance of a positive work environment
- Providing workplace skills training in conflict resolution
- Providing ongoing education, skills training, and monitoring of the policy
- Having a policy that aims to prevent workplace conflict and effectively resolve conflicts that arise
- Having a policy which describes unacceptable behaviour and defines workplace harassment
- Providing sufficient resources and training to those responsible for implementing the policy
- Implementing personnel policies that acknowledge and value the diverse personal and professional lives of our employees

- Actively ensuring the appropriate methods are in place for staff to voice concerns in a positive, proactive way

Acceptable and Healthy Workplace Behaviour Defined

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Giving peers direct, non-personal feedback as opposed to criticism.
- Questioning a peers' position on an issue politely rather than asserting your position is the right one; listening to your peer's position with an open mind.
- Expressing appreciation when a peer does something correctly and in a timely manner.
- Respecting each other as adults and trusting their decision-making abilities.
- Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker.
- Maintaining a positive attitude and professionalism, even when you are having a bad day.