

Kyzone Kidz Ltd  
Registered Charity  
Employee Handbook



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## Foreword

This employee handbook was issued during the 2010 financial year. It replaces any other employee handbooks currently in place. This handbook is for internal use only and must not be reproduced in any way or used externally.

This employee handbook sets out the employment framework within Kyzone Kidz. The main terms and conditions of employment for employees are summarised in the employee handbook. Full details of any conditions, policies and procedure can be obtained from either your line manager committee.

### **Kyzone Kidz**

Kyzone Kidz Ltd ( formerly Kyson Playgroup ) is a not for profit charitable organization which was started in 1974. The group has seen many transitions over the years with the most recent being the erection of a new building allowing ongoing child care in a pleasant and stimulating environment.

We offer Pre-school services for 2—5 years. A breakfast club and an after school club for 2—11 years. In 2010 we hope to introduce an afternoon session to the group.

In addition to this we run regular holiday clubs Monday to Friday 5—11 years. All these services are headed up by the setting manager Lisa Ashby.

Kyzone Kidz is a not for profit limited company. We are a registered charity and although staff are paid the group is run by a committee of volunteers.

There are currently four directors and three main roles of chair person/director ( Peter Matthews ) , secretary/director ( Gail Ratcliffe) and treasurer/ director ( Mary Crouch ) , director (James Fullerton). We also have a charity organizer / fund raiser role within the group, Jo & David Cowley.

The group is financed by a combination of charged sessional fees, government funding ( pre-school ) and voucher schemes.

The new building is capable of accommodating 32 children in all. At present we are staffed for up to 24 children. Many of our sessions are now becoming full and plans are underway to expand staffing cover for a full 32 places as required.

### **Kyzone Kidz mission is to:**

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by;

- (a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means of ability;
- (b) Encouraging the study of such needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance.

# Section 1: Employee rights

## Booking annual leave

Your annual leave entitlement is outlined in your statement of terms and conditions ( contract ) of employment. Annual leave must be authorised prior to leave being taken and is granted at the discretion of the early years setting. A request for annual leave may be refused e.g. where other employee(s) have already applied to take the same period off, or where the time requested is during a peak period. If a request is declined, employees will be able to take annual leave at a later point during the leave year. If you wish to apply for annual leave please give the Kyzone manager written notice of the dates requested as far in advance as possible. Such notice must, however, be at least twice the number of days' leave that you wish to take as annual leave.

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 the Kyzone manager. In any case, any holiday carried over must be taken no later than May 1st. This carryover only applies to leave in excess of the statutory holiday entitlement.

## Sickness absence

### *Sickness reporting*

It is your responsibility to:

- attend work at the expected time;
- inform the Kyzone manager / deputy manager, in accordance with agreed arrangements, prior to any absence, or as soon as is reasonably practicable, at least 2 hours prior to the start of shift;
- 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 the Kyzone manager informed of progress and the likely date of return, if the period of sickness continues;
- comply with health and safety requirements;
- comply with certification arrangements outlined below:

<i>Length of sickness absence</i>	<i>Responsibility of employee</i>
For sickness up to 5 days	Complete a self-certification on the first day of your return to work.
If sickness extends beyond 5 days	Provide a medical certificate promptly and continue to provide medical certificates promptly if the period of sickness continues.

- give as much notice as possible of the date and time of return, and report directly to your line manager on return from sick leave; and
- comply with your line manager's request to take care of your health generally.

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:

- return to work interviews and appropriate sickness absence meetings, to establish causes and agree remedies for absences; and
- sickness reporting systems.

The early years setting may request a return to work certificate or confirmation of 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.

#### *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; or
- 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.

### **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 a medical certificate 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) ; and
- provide written notice by at least the 15th week before the EWC of when you intend to start taking maternity leave and/or pay.

To ensure you are safe if you decide to work past your 6th week before your EWC, we will ask you to obtain a medical certificate from your GP.

You must take at least 2 weeks maternity leave following the birth of your child.

The early years setting requests 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 the early years setting to make any necessary arrangements for your safety at work during the pregnancy.

#### *Keeping in touch days*

An employee may carry out up to 10 days' work for the early years setting during her statutory maternity leave period without bringing her maternity leave to an end. The purpose of this provision is to allow an employee 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 on a day constitutes one day's work.

### **Paternity leave**

Fathers employed by the early years setting are entitled to paternity leave. You will need to satisfy the following conditions in order to qualify for paternity leave. You must:

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

- be the biological father of the child or the mother's husband or partner; or be the adopter's spouse or partner; and have worked continuously for the early years setting for 26 weeks by the end of the 15th week before the expected week of childbirth leading into the 15th week before the baby is due.

We may ask you to sign a self-certificate form to confirm that you intend to take paternity leave to care for the child in question. If you falsely claim and receive statutory paternity pay during your absence, you will be liable to prosecution by the HM Revenue & Customs.

### **Adoption leave**

Employees are entitled to adoption leave. You will need to satisfy the following conditions in order to qualify for adoption leave. You must:

- have been continuously employed for 26 weeks or more by the end of the week in which you are formally notified of having been newly matched with a child for adoption;
- have been continuously employed for 26 weeks or more ending with the week the official notification was received or commencing with the week employment began, in the case of a child adopted from overseas.

### **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 the school or nursery is unexpectedly closed; and
- when care arrangements are unexpectedly withdrawn.

A dependant is a person (adult or child), who regularly and continuously relies on the carer to provide the sole or principal care required. Dependency leave cannot be granted where an employee normally provides care only on an ad hoc basis.

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;
- school/nursery holidays; and
- appointments with the hospital, doctor or dentist are planned (i.e. known in advance).

This list is not exhaustive.

### **Parental leave**

If you are a parent of a child under the age of five, then you are entitled to take up to 13 weeks' unpaid parental leave during the first five years of the child's life. That same right extends to the

parents of an adopted child. Adoptive parents must take the parental leave due to them by the fifth anniversary of the adoption or by the child's 18th birthday, whichever occurs sooner. Should a child in either of those categories have been awarded Disability Living Allowance, the amount of unpaid parental leave available to the parents is 18 weeks, to be taken at any time until the child's 18th 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, the early years setting may request evidence of the amount of parental leave already taken with one or more previous employers.

The right to a period of unpaid parental leave is available in respect of each child.

### **Flexible working**

All employees are able to make one request in a year to work flexibly. You will need to satisfy the following conditions in order to make a flexible working request. You must meet one of the following criteria:

- Have at least six months' continuous service and be the parent, adoptive parent, foster parent or guardian of a child 16 years of age and younger or a disabled child under the age of 18.
- Have at least 26 weeks' continuous service and be the spouse, civil partner or live-in partner of a parent, adoptive parent, foster parent or guardian of a child 16 years of age and younger or a disabled child under the age of 18.
- Have at least 26 weeks' continuous service and have caring responsibilities for an adult aged 18 or over who is your spouse, civil partner or partner, a relative, or someone living at the same address as you.

When submitting a flexible working request you must state:

- the effect(s) that you think the change(s) will have on the early years setting; and
- how you think that any such effect(s) might be dealt with.

If you meet the criteria above, the early years setting will follow the statutory procedure which involves the following steps:

- The early years setting will hold a meeting with you within 28 days of the request being submitted. You will be granted the right to be accompanied at the meeting by a work colleague.
- Within 14 days of the meeting, the early years setting will write to you, either agreeing to the request or specifying the contract variation and when it is to take effect, or explaining why the request has been rejected. If your request is refused, the reply will state the specific business grounds for the refusal and why these are relevant in your particular case.
- The early years setting will grant you the right of appeal against any refusal of a flexible working request.

### **Retirement**

The early years setting allows, wherever possible, for employees to continue working for as long as they wish and are able to do so. This is in line with the process in place to manage such situations.

## Section 2: Policies and procedures

### Probation periods

Most new employees, except those on short terms contracts, are placed on probation for a period of three months. The objectives of this probation period are to:

- set and assess performance with standards and targets;
- discuss future objectives, priorities and targets;
- determine training needs;
- discuss personal development; and
- 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 the employer or the employee giving one week's notice in writing. Thereafter, termination will be governed by the notice period detailed in the employee's statement of terms and conditions ( contract ) of employment.

Probation periods can be extended. Regular performance reviews should continue during the extended period.

### Induction

Through its induction practices the early years setting seeks 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.

### Appraisal

The appraisal meeting is a process of looking backwards to analyse past job performance, and looking forward with a view to improving future performance. The overall objective of the appraisal process is to help employees to maximise her/his job performance for the joint benefit of the appraisee and the early years setting.

Regular one to one meetings will take place each term throughout the year to review the objectives set and progress made against them.

### Managing sickness absence

It is the early years setting's practice to support employees who are genuinely sick and unable to come to work and to act reasonable at all times in its dealings with employees.

The early years setting manages attendance by encouraging all its employees to attend work regularly. To achieve this the early years setting will:

- review your sickness record to assess what action to take;
- 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; and
- if an appeal is requested, then to hold an appeal meeting.

## **Discipline**

### *Disciplinary procedure*

The early years setting's 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.

The early years setting considers the following issues to constitute gross misconduct:

- a. theft or fraud;
- b. ill-treatment of children;
- c. assault;
- d. serious bullying or harassment;
- e. serious insubordination;
- f. serious failure to comply with policies, procedures and legal requirements that safeguard children;
- g. bringing the organisation into serious disrepute;
- h. malicious damage;
- i. gross carelessness which threatens the health and safety of others;
- j. deliberate damage to property;
- k. being unfit through use of drugs or alcohol; and
- l. serious breach of the early years settings and statutory policies.

This is not an exhaustive list.

### *Overview of the disciplinary process*

Prior to the disciplinary meeting the early years setting will send the employee written details of her/his alleged conduct or characteristics, or of the circumstances which have led to the contemplation of taking disciplinary action.

The employee may be suspended from the setting whilst the matter is investigated should management or committee feel this appropriate, especially where being in contact with others could alter evidence.

The employee will be invited to attend a disciplinary meeting to discuss the matter. The employee will also be informed of their right to be accompanied by a work colleague or trade union representative.

The employees will be given an appropriate amount of notice of the meeting in order to prepare their response.

At the meeting, the circumstances of the complaint against the employee will be fully discussed and the employee will be provided with an opportunity to respond to the management case. The early years setting will then decide whether or not to issue a disciplinary penalty. The outcome of the disciplinary meeting will be confirmed in writing, and will include information on the right of appeal and to whom to address any appeal letter.

If the employee wishes to appeal s/he must inform the employer. The early years setting will request that the employee puts their appeal in writing, clearly setting out the grounds for appeal. An appeal meeting will then be arranged.

## **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 in this case a Kyzone committee member / director, 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.
- The early years setting 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 by the early years setting in writing.

## **Dignity at work**

The early years setting is committed to ensuring that you are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place.

The early years setting's procedures provides a fair, effective and consistent method of dealing with matters relating to bullying and harassment. Examples of what the early years setting deems to be unacceptable behaviour include:

- unwanted physical contact;
- spreading offensive or malicious rumours, gossiping or insulting someone (particularly on gender/race/disability grounds);
- ridiculing or demeaning someone, setting them up to fail;
- insulting behaviour or gestures;
- deliberate exclusion from conversations or social activities;
- unfair treatment;
- misuse 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;
- physical or verbal assault; and
- damage to property.

If you feel you have been treated in a way you find unacceptable, please speak to your line manager in the first instance or [a more senior manager or owner].

## **Whistleblowing**

It is important to the early years setting that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported and properly dealt with. The early years setting therefore encourages 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.

The early years setting recognises 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 procedure outlined below.

- Report any concerns to your line manager. If this is not possible, then report your concerns to a committee member / director.
- 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.
- 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 qualified disclosure 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 maliciously, vexatious or a false allegation then 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 / the owner / the committee].

## **Redundancies**

It is the early years setting's aim to manage its business in such a way that redundancies are unlikely to become necessary. However, in the unlikely event that the early years setting's circumstances change and the result is that fewer employees are needed, then some redundancies may become

necessary. In this case, the early years setting will take appropriate steps to keep the number of redundancies to a minimum, whilst taking into account the needs of the business.

Where it becomes necessary for the early years setting to consider redundancies, a genuine and thorough consultation process will take place. The objectives of consultation will be to:

- reach agreement with employees or their representatives on the above issues;
- avoid the need for redundancies wherever possible;
- reduce the number of employees who are to be made redundant to a minimum;
- determine the criteria to be used to select employees for redundancy; and
- lessen the consequences of any dismissals.

An employee who is made redundant will be eligible for a statutory redundancy payment provided that he or she 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 over

The maximum number of years of employment that can be taken into account is 20. There is also a cap on a week's pay which is used to calculate a week's pay.

## **Drugs and alcohol**

The early years setting aims 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 the early years setting. It is a disciplinary offence to attend work where the use of either alcohol or drugs impairs the safe and efficient running of the setting or the health of its employees and service users.

## **Overtime**

From time to time you may be required by the early years setting to be available to work overtime in excess of your normal working hours, although the early years setting does not guarantee that overtime will be available to you.

Any overtime is paid at standard rate unless otherwise agreed in advance. All overtime or changes to hours or hours not worked where there are no contractual holidays must be submitted on a monthly timesheet via the Kyzone manager for subsequent authorisation by a committee / director.

## **Part-time employment**

The early years setting recognises the benefits that can be gained from part-time working. It is appropriate where the workload/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 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.

### **Claiming expenses**

You are required to only claim expenses in line with the early years settings expenses procedures. 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 are unclear about the expenses procedure or need 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 the early years setting so that 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 the early years setting for review e.g. marriage certificate.

### **Equality and diversity**

The early years setting is committed to recognising, valuing and respecting the diversity of its employees, service users, volunteers and job applicants. The early years setting recognises that everyone has a contribution to make and it aims to ensure that all individuals with whom it has contact will be treated in a fair and consistent manner.

The early years setting recognises that certain people face discrimination based on factors such as their race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. With this in mind, the early years setting 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 its work.

### **Data protection**

The Data Protection Act 1998 is intended to protect people's privacy by controlling the use of personal information held on computer and filing systems. The early years setting 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 the early years setting and its employees from any liabilities.

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

## **Computers and electronic communications**

*Kyzone does not have any connection to the internet on-site.*

*The committee operates kyzone.org.uk for customer contact and for hosting the charities website.*

### *Telephone use*

The early years setting provides its employees with access to the telephone for work-related purposes.

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*

The early years setting reserves the right, but not the duty, 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. The early years setting also reserves 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. The early years setting also reserves the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of the early years setting's electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

## **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 the early years setting.

## **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 the early years setting will ask you for feedback on your decision to resign in order to improve its retention practices, where appropriate.

## Section 3: Safeguarding children

### Vetting and barring scheme

The Birchard Inquiry (2004) was commissioned following the murders of Holly Wells and Jessica Chapman in 2002. The inquiry highlighted a need for an improved safeguarding system that employers could use to improve the safety of children and vulnerable adults in service provision. The Independent Safeguarding Authority (ISA) was created as a result of the recommendations of the inquiry. They will work alongside the Criminal Records Bureau (CRB) to strengthen current employee vetting systems, under a new vetting and barring scheme.

The ISA will use data gathered by the CRB (including relevant criminal convictions, cautions, police intelligence and other appropriate sources) to assess every person who wants to work or volunteer with children and/or vulnerable adults and will decide on a person's suitability on a case-by-case basis. As a result, anyone involved in a regulated activity such as childcare, which involves contact with children or vulnerable adults, will need to be registered with the ISA. It will be a criminal offence for a barred person to take part in a regulated activity for any length of time.

The ISA's role is to help prevent unsuitable people from working with children and vulnerable adults.

As there have been changes to the dates for ISA registration, further details will be provided under separate cover.

Other 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/most recent employer;
- a satisfactory enhanced criminal records check (having a conviction will not automatically prevent you from taking up employment);
- proof of essential qualifications and registration;
- Ofsted approval, where relevant;
- proof of your identity (via the production of documents on an approved list); and
- proof of the right to work in the UK (via the production of documents on an approved list).

If an employee provides false information then their continued employment is at risk.

### 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.

## Section 4: Standards

### Early Years Foundation Stage

All employees are expected to work within and apply the Early Years Foundation Stage (EYFS) to their role.

The EYFS brings together: the Curriculum Guidance for the Foundation Stage (2000), the Birth to Three Matters (2002) framework and the National Standards for Under 8s Daycare and Childminding (2003), building a coherent and flexible approach to care and learning.

The EYFS has the following four distinct but complimentary themes:

#### *A Unique Child*

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

#### *Positive Relationships*

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

#### *Enabling Environments*

The environment plays a key role in supporting and extending children's development and learning.

#### *Learning and Development*

Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and interconnected.

Ofsted registered providers are required to use the EYFS to ensure that whatever early years setting parents choose, they can be confident that their child will receive a quality experience that supports their development and learning. This means that you are required to understand the EYFS as it applies to your role and implement it in your work.

These standards are applied throughout our service offerings and in all activities undertaken on behalf of the charity.

## Section 5: Health and safety

Your health and safety is of prime importance to us, therefore:

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

We also 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; and
- 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; and
- make sure the accident has been recorded in the Accident Record Book.

### 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 ensure that you vary your work and undertake different duties to ensure that you have regular breaks from the screen.

### Smoking

Smoking is banned within the early years setting and its outdoor space and public walkways.

Employees breaching this rule are likely to face disciplinary action through the organisation's disciplinary procedure.

### Fire

Make sure you know the procedure for evacuating the building which you were taken through 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 by breaking the glass on the nearest alarm point;
- leave by the nearest exit, if you have heard the alarm; and

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

## **Food handling**

The early years setting needs to make sure that it maintains 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 be provided.

## **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; and
- ensuring that you have no loose fastenings or buttons prior to commencing work.
- Polo shirts with the setting logo will be supplied and replaced at regular intervals.

This is not an exhaustive list.

## **Mobile phones**

It is illegal for a person driving a motor vehicle on a road to use a hand-held mobile phone. Accordingly, the early years setting forbids employees to use such phones whilst 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.

The early years setting encourages employees to allow their phone to take messages and then respond to them when safely parked.

### *Mobile phones in the setting*

Employees must ensure that personal mobile phones are not carried about their person during working hours. Personal mobile phones must be switched off during working hours, although can be used in staff rooms or outside of the premises during lunch or rest breaks.

Employees 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 book. [and employees are reimbursed for any use associated with the trip accordingly].

## **Camera and video phones**

**Camera and video phones and their use in the setting, especially to photograph children in the setting or on trips, are 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 7: Seven quick questions

1. Do you understand the aims and mission of the early years setting?
2. Do you understand what your work responsibilities are?
3. Do you know how to apply the EYFS as it is relevant to your role?
4. Do you understand health and safety rules?
5. Do you know the procedure for recording and reporting safeguarding concerns?
6. Do you know the whistleblowing arrangements for reporting concerns?
7. Do you know where to seek further support?

**If you cannot answer yes to any of these questions, then you must contact your line manager.**

# Kyzone Kidz Holiday Request Form

Employee name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start date for purposes of calculating leave entitlement: \_\_\_\_\_

Total holiday entitlement for [state period]: [amount in days/hours].

This entitlement is [inclusive/exclusive] of bank holidays. (If inclusive of bank holidays please ensure that any day taken as leave, either as annual leave or a bank holiday is logged below.)

Amount of holiday remaining prior to request: [amount] days/hours.

I would like to apply for [number] [days'/hours'] holiday.

First day of holiday: \_\_\_\_\_

Last day of holiday: \_\_\_\_\_

Date of return to work: \_\_\_\_\_

Remaining holiday entitlement if leave is granted: ( if applicable ) \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Holiday approved / Holiday not approved

Authorising Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Please note reasons why annual leave may be declined:

- If annual leave has already been approved for other employees at this time, as the setting needs to have appropriate cover.
- During particularly busy periods, as the setting needs to have appropriate cover.
- If you have insufficient annual leave.
- You are in your first year of employment and you have not yet accrued sufficient annual leave to cover these dates.
- [other reason].

Please discuss an alternative date(s) with your line manager.

# Kyzone Kidz Self-certification of Sickness

**If you are unable to attend work, please telephone your line manager on the first day of sickness. When you return to work please complete this form and hand it to your line manager who will carry out a return to work interview with you.**

Name of Employee: \_\_\_\_\_

Position Held: \_\_\_\_\_

I certify that I was absent due to sickness - *State Day(s) & Date(s)*

From: To: \_\_\_\_\_

Due to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

And I returned to work  
on: \_\_\_\_\_

Taking a total of \_\_\_\_\_ days/hours sickness

For sickness in excess of 7 days, you must obtain a doctor's certificate.

*Don't delay seeing your doctor if you need medical advice or treatment*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **To be completed by the line manager:**

I accept the above self-certification of sickness.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Now complete the Return to Work Form on the reverse side.

**[name of setting] Return to Work Form**

Name of employee: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Date of return to work: \_\_\_\_\_ No. days absent: \_\_\_\_\_

1. Was the setting notified of the absence in line with the required practice/policy? YES/NO
2. From today's date, how many day's absence have there been in the last year? \_\_\_\_\_
3. Over how many occasions? \_\_\_\_\_
4. If applicable, has the employee previously been informed that their absence record is of concern to the setting? YES/NO
5. When and how did the injury or illness occur?  
\_\_\_\_\_
6. How long was she/he ill? \_\_\_\_\_
7. Did s/he seek medical attention? YES/NO
8. Did s/he speak to a doctor? YES/NO
9. Did s/he visit a hospital or clinic? YES/NO
10. Is s/he taking any medication? YES/NO
11. Is a Medical Report necessary? YES/NO
12. Is there any part of the employee's job that may aggravate the condition?  
If yes what can be done to support the employee?  
\_\_\_\_\_
13. Is this absence part of an overall pattern? YES/NO
14. Has the employee been informed of the effect on the setting and colleagues of persistent short-term absence and that it may place continued employment at risk? YES/NO
15. Is further action necessary? (If yes, please state below.) YES/NO  
\_\_\_\_\_

**Signed Line Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Employee Declaration

Employees' contractual terms and conditions of employment are as identified in their employment contracts and in this employee handbook (as such documents may from time to time be varied in writing) and are the only terms and conditions upon which employees are employed by the setting and may not be varied except by a document in writing that is issued and signed by or on behalf of the setting.

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: \_\_\_\_\_

**Please sign and return this slip to a committee member within 7 days of receiving this copy of the employee handbook.**