



Clifton Playgroup Ltd
Company Ltd by Guarantee 07342930

Terms and conditions of Employment.

4. CODE OF CONDUCT AND BEHAVIOUR

4.1 Clifton Playgroup expects everyone who works with us, employees, volunteers and partners, to follow the guidelines that cover all aspects of the Playgroup's activities. These are:

- Treat everyone with respect.
- Provide an example you wish others to follow.
- Respect people's right to personal privacy.
- Provide access for people to talk about any concerns they may have.
- Support children and young people to create a safe environment where they feel comfortable to talk about attitudes or behaviours they do not like.
- Avoid situations that compromise your relationship with children and young people, which are unacceptable within a relationship of trust.
- Remember that someone else might misinterpret your actions, no matter how well intends.
- Recognise that caution is required even in sensitive moments of listening, such as when dealing with bullying, bereavement or abuse.
- Do not have any inappropriate physical or verbal contact with others.
- Do not jump to conclusions about others without checking the facts.
- Do not show favouritism to any child or individual.
- Do not make suggestive remarks or gestures, even in fun.
- Do not let suspicions, disclosure or allegations of abuse, go unrecorded or unreported.

5. RECRUITMENT AND INDUCTION OF EMPLOYEES AND VOLUNTEERS

5.1 Job Description/Person Specification and Advertising.

- A detailed job description and person specification will be drawn up for each post and volunteering opportunity. This will clearly define the role of the position, the tasks and skills needed and the type of person most suited to the role.
- An appropriate length of time will be required to place advertisements for vacant posts in local newspapers, to give applicants time to prepare for interview, to conduct background checks, and to take up references.
- As part of the selection process, employees/volunteers must complete an application/volunteer registration form, in which they will be asked about previous experience of working or volunteering with children or young people. Included on this form is a declaration stating that there is no reason why they should not be considered suitable for working or volunteering with children or young people.
- All information will be treated with total confidentiality and fairness.

5.2 Pre-selection checks.

- Consent must be obtained from an applicant/volunteer to seek information from the DBS.
- Two confidential work related referees should be taken up. These referees must be taken up and if required confirmed through telephone contact.
- Evidence of identity (passport or driving licence photograph), supported by original birth/marriage certificate, utility bill to confirm address and documents with National Insurance number will be required for verifications.

5.3 Interview and induction.

All employees and volunteers are required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal induction, **with the retention of records** during which:

- their qualifications should be substantiated.

- the job requirements and responsibilities should be clarified.
- they are made aware of the Clifton Playgroup's safeguarding policy and procedures.
- training needs (if any) should be identified.
- all employees/volunteers must have the appropriate DBS clearance before they are confirmed in the position (if they will be working with children or people **unsupervised on a regular basis**).
- Clifton Playgroup encourages all employees/volunteers to register with the DBS Updating Service and will reimburse any registration cost.

6. PROBATIONARY PERIOD

- 6.1 All posts are subject to the satisfactory completion of a 3-month probationary period. This provides an opportunity for new employees to settle in and to ensure that there are no insurmountable problems. Employees will have a formal induction period and supervision sessions as needed. The probationary period will conclude with a probationary review between the new employee and the line manager to review the employee's settling in, the adequacy and understanding of the job description and any training or resources to aid progress. Notes will be made of the review and signed off, a copy being kept on the employee's personnel file. Assuming that no difficulties have arisen, the employee will have their probationary period formally signed off on their permanent employment by the Playgroup Manager. If appropriate the probationary period may be extended, or employment may be terminated.

We reserve the right not to apply our full capability/disciplinary procedures during probation.

7. JOB DESCRIPTION

- 7.1 All employees will have a job description relating to the position to which they have been appointed. Amendments may be made to job descriptions from time to time in relation to the changing needs of the Playgroup and your own ability.

8 EMPLOYEE TRAINING

- 8.1 All employees will receive induction training when commencing employment with Clifton Playgroup to assist induction into the organisation and into their new job. Additional training will be provided as appropriate to enable individuals to perform their role and as employment progresses, skills may be extended to encompass new job activities within the organisation. Employees must attend training that has been identified to enable you to meet your full potential in

meeting the needs of the children attending the group.

9. PERFORMANCE AND REVIEW

- 9.1** Performance will be monitored on a continuous basis through daily communication and more formally through supervision and appraisal meetings, to ensure that employees receive appropriate support and training to enable them to do their job, meet agreed objectives and develop themselves.

10. JOB FLEXIBILITY

- 10.1** It is an express condition of employment that employees are prepared, whenever necessary, to undertake some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows us to operate efficiently meeting the requirements of the children.

11. HOURS OF WORK AND OVERTIME

- 11.1** Normal full-time working hours are 37 hours per week; part time workers' hours will be expressed in your contract of employment. Please note that a minimum 30-minute unpaid break must be taken for any hours worked over 6 at any one time.

In addition to these hours you are expected to be in group 15 minutes before the start of the morning session to prepare the room.

Due to the nature of our work, it is recognised that it may be necessary for employees to work additional hours.

12. ANNUAL LEAVE

12.1 Staff on term time only contracts

12.1.1 Employment with Clifton Playgroup is on a term time only basis and staff is not normally required to attend work during the school holidays, with the exception of set teacher training days by Warwickshire County Council. Employees must make every effort to attend these days which will be used for the purpose of planning and employee development. Additional hours worked outside of term time on teacher training days will be paid.

12.1.2 Each member of staff is entitled to an allocation of paid holiday equivalent to 5.6 weeks in accordance with statutory requirements. All holiday must be taken outside of term time and the pay for this will be calculated and incorporated into the annual salary.

12.1.3 Paid holiday allocations are calculated as follows:
((Normal working hours per week x number of working weeks per year) /46.4 working weeks in the year) x 5.6 holiday weeks.

12.1.4 Employees are not required to specify which weeks they wish to take as paid holiday.

12.1.5 Leave during term time will only be granted in exceptional circumstances and by prior arrangement with the Playgroup Manager and the Board of Directors, giving a minimum of one month's notice. For periods of leave up to two days, staff will be expected to work with the Playgroup Manager to identify suitable opportunities to make up this time by working additional sessions within that half term period. For longer periods, unpaid leave may be more appropriate but this must be agreed in advance with the Board of Directors.

12.2 Staff on 52-week contracts

12.2.1 Each member of staff is entitled to an allocation of paid holiday equivalent to 5.6 weeks in accordance with statutory requirements.

12.2.2 Holidays must be requested at least one month in advance and in writing.

12.2.3 Holiday can be taken at the discretion of the staff member, subject to the approval of your Line Manager, who will not unreasonably withhold consent. However, Line Managers reserve the right to refuse requested holiday if it seriously conflicts with or disrupts the operation of the Playgroup. Employees are expected to take into account and avoid periods of peak activity when planning their holidays.

13. LATENESS/ABSENTEEISM

13.1 Employees must attend for work punctually at the specified time(s) and are required to comply strictly with any time recording procedures relating to their work.

13.2 All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

13.3 Lateness or absence may result in disciplinary action and/or loss of appropriate

payment.

14. TIME OFF FOR DEPENDANTS

14.1 Sympathetic consideration will be given to requests for leave from work to deal with an emergency involving any dependant i.e. partner, child or parent of the employee or someone living with the employee as part of the family. This may be due to sudden illness, an accident, incidents at school involving a child, or where care arrangements have unexpectedly broken down. This leave is only available to employees in an emergency situation and will not apply where it is a known issue that was expected to arise and other leave could have been planned. When requesting emergency leave you should contact the Playgroup Manager to discuss the situation and unpaid time off will be granted at their discretion. This will normally be for a period of two days, however the Playgroup Manager can approve unpaid leave up to a maximum 5 days depending on the circumstances. Further details on your statutory rights to time off is available at:

<https://www.gov.uk/time-off-for-dependants/your-rights>

15. SICKNESS/INJURY PAYMENTS AND CONDITIONS

15.1 PAYMENT

If you are unable through illness or injury beyond your control to attend work, you shall be entitled to four weeks paid Occupational Sick Leave and Pay during any rolling 12-month period. During this period you will receive Statutory Sick Pay in accordance with the state scheme, and your salary will be made up to your normal contractual pay. If sickness absence exceeds four weeks only statutory sick pay will be paid in accordance with the state scheme. Sick pay will only be paid if the correct reporting procedure is followed as below.

15.2 NOTIFICATION

15.2.1 During such periods of absence you shall:

- i) Inform your Line Manager by telephone as soon as possible and not later than 7.30 am on your first day of absence to allow appropriate cover to be arranged. Notification must not be done via text messages and must be acknowledged and recorded by your Line Manager.
- ii) You will be required to provide an indication of the expected return date.

- iii) Provide a self-certification form in such format as the Employer may specify, for periods of absence of more than 3 days
- iv) After 7 days of such absence (including weekends) and, if the absence continues, promptly provide a Statement of Fitness for Work (a "fit note") from a GP at your expense.
- v) Keep your Line Manager fully informed as to the progress of your illness and changes in your expected date of return to work.
- vi) Attend a medical examination by a doctor appointed by the Employer, or provide authorisation to your Line Manager to obtain a medical report from your General Practitioner or Consultant/Specialist responsible for your treatment, if requested by Clifton Playgroup. This will be in accordance with the circumstances identified below.
- vii) We reserve the right to require you to attend a medical examination at any time, whether to provide a second opinion on the cause of sickness absence or to establish your continued fitness to perform your duties or otherwise.

15.3 LONG-TERM SICKNESS

15.3.1 Your Line Manager will keep in touch with you on a regular basis and provide reasonable support. Consultation will be made in regard to return to work and Clifton Playgroup may ask for permission to contact the employee's medical advisors or arrange a medical examination.

15.3.2 Reasonable adjustments will, where practicable, be made to enable the employee to return to work if they are unable to return to their current job. In certain circumstances, it may be necessary to dismiss the employee on the grounds of capability.

15.4 PERSISTENT SHORT TERM SICKNESS

15.4.1 The nature, extent and reasons for persistent short term sickness will be discussed with the employee and their Line Manager to determine if there is an underlying sickness or disability for which Clifton Playgroup may be able to make reasonable adjustments to improve attendance. A medical certificate may be required for each absence.

15.4.2 If we consider it necessary, we may ask for your consent to contact your doctor or for the employee to be independently medically examined. In deciding whether or not the absence is acceptable we will take into

account the reasons and extent of all the employee's absences, including any absence caused by sickness. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency and will be monitored.

15.4.3 If attendance does not improve following the above, dependant on the reasons for absence, the Disciplinary Procedures will be invoked to consider termination on disciplinary or capability of being unable to continue to fulfil the duties of the required role.

15.5 RETURN TO WORK

15.5.1 On returning to work after a period of sickness absence you are expected to notify your Line Manager beforehand of your return date. If the absence has been caused by any contagious illness, then a doctor's clearance as fit to return to work will be required. On your return to work you will be expected to attend a return to work interview with your Line Manager to ascertain wellbeing and agree any necessary actions which will assist recovery and reduce the likelihood of future absenteeism.

15.6 MEDICAL APPOINTMENTS

15.6.1 If you are required to attend medical/dental or private health appointments for wellbeing or as part of your health recovery, you should try to arrange these outside of your normal working day. If this is not possible you should try to arrange such appointments at the commencement or at the end of your normal working day. Payment during absence will be dependent on the circumstances of the request and whether the need falls under the requirement to make reasonable adjustments and at the discretion of your Line Manager. Your Line Manager can request to see confirmation of such appointments and may consider it necessary to seek the employee's permission to contact your doctor or to attend an independent medical examination.

15.7 FALSE NOTIFICATION OF SICKNESS ABSENCE

15.7.1 Any sickness absence that is not genuine will result in appropriate action being taken under Clifton Playgroup's Disciplinary Policy and Procedure.

16 SAFEGUARDING POLICY

16.1 Clifton Playgroup's Safeguarding Policy is attached to the Employee Handbook. Any safeguarding issues/concerns that may arise need to be reported both to the Playgroup Manager, Chair of the Playgroup, Warwickshire's Safeguarding Board and Ofsted.

17. CONFIDENTIALITY

- 17.1** All information that employees acquire in the course of their employment with Clifton Playgroup either through confidence, relating to the business or to persons/bodies/agencies with whom we have dealings or information that has not been made public is to remain confidential and should not be disclosed, unless expressly required by law, during or after employment without prior written consent from the Chairman of the Board of Directors.
- 17.2** Employees must exercise reasonable care to maintain the security of all material and other confidential information that they become aware of in their role with Clifton Playgroup and ensure that such information is not breached. No confidential information should be taken home without the approval of your Line Manager. Any breaches of confidentiality could result in appropriate action being undertaken under the Clifton Playgroup's Disciplinary Policy and Procedure.

18. COPYRIGHT

- 18.1** All written material, whether held on paper, electronically or magnetically which was made or acquired by employees during the course of employment with Clifton Playgroup remains to be the organisation's property and copyright. At the time of termination of employment with us, or at any other time upon demand, employees will return to us any such material in their possession.

19. STATEMENTS TO THE MEDIA

- 19.1** Any statements to reporters from newspapers, radio, television, etc. in relation to Clifton Playgroup must be approved by the Chair of the Board.
- 19.2** Employees should ensure that they have read and understood the "MAKING A PROTECTED DISCLOSURE -WHISTLE BLOWING POLICY" attached to this Employee Handbook.

20. CAR INSURANCE

- 20.1** If you are using your own car for business purposes, you must ensure that your car insurance provides adequate cover.

21. STANDARDS OF DRESS

- 21.1** As employees will come into contact with parents and other members of the public, it is important that employees present a professional image with regard to appearance and standards of dress. Clothes appropriate to particular job responsibilities should be worn, and they should be kept clean and tidy at all times. Please discuss any queries with your Line Manager.

22. ALCOHOL & DRUGS POLICY

22.1 The Clifton Playgroup does not permit alcohol or drugs to be brought onto the premises. The use of alcohol and illegal drugs may impair the safe and efficient running of the Playgroup and/or place the health and safety of Children and other employees at risk. Therefore, the Playgroup does not tolerate employees attending work under the influence of alcohol or illegal drugs. Employees are also advised to refrain from using alcohol before shifts as the effects of alcohol and illegal drugs could result in the following:

22.1.1 absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.);

22.1.2 higher accident levels (e.g. at work, elsewhere, driving to and from work);
and

22.1.3 work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, impaired judgement whilst caring for children etc.).

22.2 If an employee's performance or attendance at work is affected as a result of alcohol or drugs abuse, or it is believed that employees have been involved in any drug related action/offence, disciplinary action may be taken and, dependent on the circumstances, this may lead to dismissal.

23. CHANGES IN PERSONAL DETAILS

23.1 All employees must notify the Playgroup Manager of any change of name, address, telephone number, etc., so that accurate records can be maintained and contact made in an emergency, if necessary, outside normal working hours.

24. OTHER EMPLOYMENT

24.1 Employees must inform the Playgroup Manager if they have or are thinking of taking up other employment in addition to their employment with the Clifton Playgroup. This is to ensure that all implications arising from doing so have been taken into consideration so the current working time legislation can be evaluated.

25. TRAVEL EXPENSES

25.1 Reimbursement for any reasonable expenses incurred whilst travelling on Clifton Playgroup's business will be made. No mileage allowance is payable for travel between home and the regular place of work. Therefore, **the employee's normal mileage to and from work must be deducted from total miles travelled.** It is the employee's responsibility to ensure that they have adequate insurance

allowing them to use their vehicle for business purposes and a copy of the insurance certificate is required for each employee's personnel file.

25.2 The mileage rate will be reviewed regularly by Clifton Playgroup's Board of Trustees.

25.3 Private cars are only to be used where the costs incurred are lower than the most economic form of public transport or appropriate car hire. When travelling out of the county, wherever possible, second-class rail is the preferred form of travel. The Line Manager must agree amounts above this limit prior to the journey.

25.4 When travelling by train on duty, second-class fare will be paid and the ticket should be attached to the claim form.

26. COMMUNICATIONS

26.1 Clifton Playgroup will keep employees informed about work related items of interest by means of the notice board. Employees may not use the notice board, without the permission of the Playgroup Manager, to promote any particular item of interest to other employees.

27. PERSONAL PROPERTY

27.1 Clifton Playgroup does not accept liability for any loss of, or damage to, property that employees bring onto the premises. Employees are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight.

28. LOST PROPERTY

28.1 Articles of lost property should be handed to the Line Manager who will retain them whilst attempts are made to discover the owner.

29. MAIL

29.1 All mail received at the premises will be opened, including that addressed to employees, unless it is marked 'Private & Confidential'. Private mail, therefore, should not be sent care of our address. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

30. TELEPHONE CALLS/MOBILE PHONES

30.1 Employees should keep incoming and outgoing personal telephone calls to a minimum both in relation to calls received or made on the Playgroup phones or personal mobile phones.

31. COLLECTIONS FROM EMPLOYEES

31.1 Unless specific authorisation is given by the Chair of Trustees, no collections of any kind are allowed on our premises.

32. FRIENDS AND RELATIVES VISITS/CONTACT

32.1 Employees are expected to discourage friends and relatives from either visiting them in person or contacting them by telephone or mobile phone whilst at work, except in an emergency. Failure to do so may lead to disciplinary action under the Playgroup Disciplinary Policy

32.2 Children of employee's will not automatically be allowed to attend the Playgroup. Consideration needs to be given to the likely impact that this may have on the child and the other Playgroup children. The Playgroup Manager will discuss such a request with the employee and if approved this would be on the basis of a regular review on whether this is affecting the dynamics of the Playgroup and the Playgroup Manager, at their discretion, may request the employee's child is taken to another playgroup.

33. OTHER POLICIES AND PROCEDURES

33.1 Clifton Playgroup may be required to develop other policies and procedures and employees will be consulted on the implementation of such policies and procedures developed.

33.2 Policies attached are:

- SAFEGUARDING CHILDREN POLICY (page 19)
- HEALTH AND SAFETY (page 28)
- EQUAL OPPORTUNITIES & DIVERSITY (page 43)
- MAKING A PROTECTED DISCLOSURE "WHISTLE BLOWING" POLICY (page 47)
- DISCIPLINARY (page 51)
- GRIEVANCE (page 60)
- COMPLAINTS POLICY AND PROCEDURES (page 63)
- CONFIDENTIALITY AND DATA PROTECTION POLICY (page 66)

- FINANCE PROCEDURES (page 71)
- ADMISSION POLICY (page 86)
- SPECIAL EDUCATIONAL NEEDS & DISABILITIES POLICY (PAGE 90)

This policy has been updated and accepted; March 2019

A handwritten signature in black ink, appearing to read 'Liz Newbold', is centered on a light blue rectangular background.

1.1. Signed on behalf of Playgroup:

1.2. Name: Liz Newbold

1.3. Designation: Chair of Board of Directors