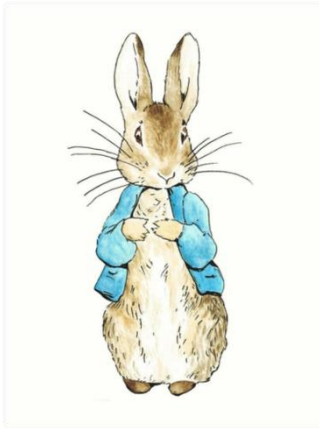


**Peter Rabbit Day Nursery t/a
Peters Patch
31 Carnreagh,
Hillsborough,
BT26 6LJ**

Employee Handbook



Issue Version 1.

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CONTENTS

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NURSERY WELCOME.....	1
EQUAL OPPORTUNITIES POLICY	3
ABSENCE & TIMEKEEPING POLICY & PROCEDURES	4
HOLIDAY & LEAVE POLICIES & PROCEDURES	7
GENERAL NURSERY POLICIES & RULES.....	9
RECRUITMENT OF EX-OFFENDERS.....	15
INFORMATION TECHNOLOGY & COMMUNICATION POLICY.....	17
DATA PROTECTION POLICY	25
PRIVACY NOTICE – EMPLOYEE DATA	29
HR RECORDS – RETENTION PERIODS.....	31
GRIEVANCE PROCEDURE	32
BULLYING & HARASSMENT (DIGNITY AT WORK) POLICY & PROCEDURES.....	34
PROTECTED DISCLOSURE – WHISTLE-BLOWING POLICY	40
DISCIPLINARY RULES & PROCEDURE	44
VEHICLE DRIVER RULES & PROCEDURES.....	49

NURSERY WELCOME

Dear Colleague

Welcome to our team!

The purpose of the Employee Handbook is to:

- Set out detailed policies and procedures on subjects which we are either legally required to advise employees of or which we feel is essential for you to know.
- Set out our general rules and regulations so that you know what is expected of you during your employment.
- Tell you how to obtain further information should you require it.

This Handbook contains information, rules, policies and procedures concerning your employment and should be read in conjunction with your Contract of Employment which should have been provided to you. Additional, new or revised rules, policies and procedures may be issued at any time separate to this Handbook and it is your responsibility to observe and adhere to these.

Unless contained within your contract of employment or stated otherwise, the content of this Handbook is non-contractual in its nature and may be varied from time to time without reference to you.

Employees will be notified of any changes within one month of the change(s) taking effect by notices published on Nursery notice boards, or by personal notification.

We hope you find this Handbook of help to you and should you have any queries please speak to management.

Natasha Ferson
Director

Welcome to Peter's Patch Day Nursery, Forest School and After School!

We are delighted to welcome you as part of our team and our family! We hope you will enjoy getting to know the staff, families and children that make up our busy setting. As a Management Team we are always here to support you so if you need to ask a question or ask for support at any time, please do not hesitate to knock the office door or email us: peters-patchdaynursery@live.co.uk

Below is a little more information about us because we feel it is important that you know something about the Nursery you are going to be working for!

Peter's Patch Day Nursery was started in 2010 by Natasha Ferson with the aim of providing unique and child centred care to her own children and those in the local community. Having grown up in Hillsborough Natasha recognised the need for local childcare and within a few short years Peter's Patch was growing from strength to strength! We care for a potential 95 children aged 0 – 6 years over our 3 floors (Preschool on the ground floor, Babies in the middle and Toddlers at the top) and Hunca Munca building which holds our Junior After Schoolers and in-between Babies who are almost ready for Toddlers.

In 2016 The Bungalow was established to house our After School children and soon after Forest School began. The Bungalow is a hive of activity with 32 primary school children coming and going along with 30 Forest School children!

Forest School takes place in Hillsborough Forest Park in our designated Forest School site and our specially trained employees facilitate outdoor learning and development all year round – rain, hail, or shine! Forest School is a wonderfully unique opportunity for children aged 2 years 10 months plus to learn, grow, develop, and experiment in an environment which is changing and developing as quickly as they are.

We have a large team of wonderful people and hopefully you will get the opportunity to meet and get to know them in time. For now, if you would like an idea of what everyone looks like you can have a look at the staff page on our website: www.peterspatchdaynursery.com

Included in this pack will be all the information you will need for taking on your new role with us! Hopefully it will answer all your questions but if not, please just let one of the management team know and they can get you all the information you need.

As a management team we would like to take this opportunity to welcome you to the team.

We hope you enjoy working with us!

EQUAL OPPORTUNITIES POLICY

INTRODUCTION

We are an Equal Opportunities Employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the grounds of age, perceived religious or political affiliation, sex, marital status, disability, colour, sexual orientation, race or ethnic origins.

POLICY

- The Nursery recognises its legal, moral and social obligations to promote equality of opportunity within the community in which it operates.
- The Nursery has established policies and procedures designed to promote equality of opportunity. These will be periodically reviewed to ensure that individuals continue to be selected, promoted, trained or treated solely on the basis of merit and in accordance with the requirements of the job and the individual's suitability to fill it.
- The Nursery will commit itself to keep under review the operation of this Equal Opportunities Policy to take account of changing circumstances.
- The Nursery provides facilities for any employee who believes that they have been treated unfairly within the scope of this policy to raise the matter through the Nursery's relevant complaints procedure.

RESPONSIBILITIES

- In general, all employees have a responsibility to comply with this policy to ensure equality of opportunity for all.
- The Nursery does not permit the display of flags, emblems, posters or other similar material, or the circulation of literature or the deliberate articulation of slogans or songs which may give offence or cause apprehension amongst particular groups of employees.
- Management are responsible for ensuring that this policy is implemented and for dealing with any matters arising.
- Where appropriate, such matters should be passed to Management in the first instance who, will be responsible for the provision of advice, training, setting guidelines for policy implementation and operation and for any review of effectiveness.

FAILURE TO COMPLY

- Failure to comply with any obligation in the policy may lead to disciplinary action.

ABSENCE & TIMEKEEPING POLICY & PROCEDURES

INTRODUCTION

Poor attendance and timekeeping have serious consequences on the overall efficiency of the business and on the morale of other employees.

Consequently, this policy and procedure has been devised to ensure that employees understand the possible consequences of failing to comply with their contractual obligations in respect of regular attendance at work, their failure to attend for work at the normal starting time, or leaving before the normal finishing time without authorisation.

ABSENCE NOTIFICATION & CERTIFICATION PROCEDURE

Absence Notification

- If the employee is absent from work due to illness, or any other reason, **they must ensure that their line manager is advised of the nature and expected duration of the absence.** If the line manager is not available, they should speak to another member of management. This must be done by telephone in person on 02892 688005, as early as possible on the first day of absence (for operational reasons employees should notify between **7.20a.m. and 7.30a.m.**). Please note that text messages or social media messages are **not** acceptable.
- Failure to follow the procedure above may result in the employee losing their right to SSP and disciplinary action being taken.
- In order to assess staffing needs, during any period of absence of seven calendar days or less, the employee is expected to keep in regular contact with management to update the Nursery on their state of health and the expected duration of the absence.
- If the employee's illness extends beyond **7 calendar days**, they should have notified management in advance.

Absence Certification

- If the employee is ill and the absence extends, or is likely to extend, beyond **3 working days** the employee must submit to management a completed Self-Certification Form. The form should arrive with the Nursery no later than the **8th** day of absence.
- Any employee who knowingly makes a false statement on a Self-Certification Form shall be dealt with in accordance with the Disciplinary Procedure.
- If the employee's absence extends beyond **seven calendar days**, they must also submit to the Nursery a **Statement of Fitness for Work** covering their absence from the **8th** day. This should be forwarded to the Nursery as soon as possible after the **8th** day of absence or, at the latest, within 2-3 working days.
- Continued absence must also be covered by further **Statements** supplied to the Nursery immediately after the date of expiry of the previous Statement or, at the latest, within 2-3 working days of the aforementioned expiry date.
- In order to facilitate staff planning, as each period of certification is coming to an end, the employee must contact management **at least one full working day** prior to the expiry of the medical certificate to advise whether they expect to return to work at the end of the period specified or whether the absence is likely to continue.

- Delays in notifying the Nursery or failure to provide evidence of incapacity will result in the withholding of any SSP due and may result in disciplinary action.

Statutory Sick Pay (SSP)

- Statutory Sick Pay (SSP) is payable to employees for up to **28** weeks of sickness absence.
- For SSP purposes, Qualifying Days in the Nursery are the days on which an employee is required to work under their Contract of Employment.
- The first three days of sickness absence are “waiting days” for which SSP is not payable. The only exception being where the sickness absence is part of an 8-week linked period of incapacity for work as defined by SSP rules.
- **An employee absent from work for any period of time due to incapacity, illness or injury shall be paid SSP provided the qualifying conditions for receipt of such are satisfied, and provided that the requirements in respect of notification and supply of evidence of incapacity are complied with.**

REPORTING FOR WORK AND TIME RECORDING

All employees are required to attend for work and be at their place of work at their normal starting time. If an employee is going to be late for work, they must make contact with management as soon as is possible to report the reason for their lateness and their expected arrival time at work.

If an employee arrives for work more than one hour late, without having previously notified the Nursery, other arrangements may have been made to cover the duties and the employee may be sent home for the remainder of the day/shift without pay.

Employees’ start, and finish times will be recorded daily by Management together with any lateness’s. If an employee is late for their shift by 5 minutes or more a quartering system will apply i.e. if an employee clocks in at 9.05 a.m. their pay will not begin until 9.15 a.m.

All employees should be aware that reporting for work after the normal starting time and / or failing to make contact to report their lateness, in addition to persistent ongoing lateness may render the employee liable for disciplinary action under the Nursery’s Disciplinary Procedure.

LEAVING THE PREMISES DURING WORKING HOURS

An employee who wishes to leave the Nursery’s premises, workplace or work site during normal working hours, for whatever reason, is required to obtain prior permission from management who, if they give permission, will keep a record. Employees are reminded that any such approved absence shall be without pay and will still be treated as absence.

Any employee who leaves the premises, or mobile employee who takes time off, without compliance with this procedure, may be subject to disciplinary action under the Disciplinary Procedure.

REPETITIVE ABSENCE AND/OR POOR TIMEKEEPING

An employee who is repeatedly absent from work, or who has a poor timekeeping record, may be subject to disciplinary action.

ABSENCE TRIGGER LEVELS

To ensure the consistent and timely management of absence across the workforce, the Nursery uses “trigger points” which alert management that an individual’s absence levels have reached a point of concern:

An attendance review meeting will be triggered if you have:

- 3 separate occasions of sickness in a rolling 6 months or 5 occasions in a rolling 12-month period
- 2 occasions of lateness will be considered one occasion of absence
- An identified pattern of absence or lateness e.g. regular absences occurs on the same day, around weekends, directly before or after a bank / public holiday or pre-booked annual leave, during school holidays or following specific work being allocated to you.

If an employee hits the ‘trigger level’ their record will be reviewed and a decision is made about instigating the disciplinary procedures.

ILLNESS OR INJURY OCCURRING AT WORK

Any employee who is taken ill or suffers an injury (however trivial) whilst at work must report the fact to management who will advise on the action to be taken.

In the case of an accident, occurring whilst at work, management will ensure that details are recorded in the Accident Book.

Other than in exceptional circumstances, accidents will not be recorded in the Accident Book if not reported in or around the time when the accident occurs.

HOLIDAY & LEAVE POLICIES & PROCEDURES

HOLIDAY ENTITLEMENT & RULES

The employee has an entitlement to paid holiday as detailed in their contract of employment. Such holidays are to be taken in accordance with any terms in the employee's contract, and/or the rules below.

Before making arrangements for holidays, employees are required to obtain management consent by submitting a Holiday Request via Timetastic holiday booking system. The granting of holidays is subject to the discretion of management and the needs of the business. However, the Nursery will endeavour to meet all reasonable requests.

Requests for holidays should be submitted as soon as possible, but at least:

- 4 weeks in advance for a period of holiday of 2 weeks
- 2 weeks in advance for a period of holiday of 1 week
- 1 week in advance for a single day.

Normally the employee may not take more than **10** consecutive day's holidays except at the discretion of management.

The need for adequate staffing means that holiday requests will be considered on a "*First come - First served*" basis, however, during popular holiday periods a rota system may be introduced. Where, in the opinion of management, a request for holidays will result in inadequate staffing levels such requests will be refused. Holidays will not be granted if there are more than two employees off in the Nursery or if another employee is off in the same room.

The Pre-School employees will have first preference on non-term time holidays. Pre-School employees may also apply to use holidays during the term months of October, November, January, February, March, April and May.

If the Nursery cannot approve the holiday request the employee will be given notice of refusal in advance of the first day requested. Such notice will be at least the same number of days/weeks requested as holiday.

The employee is required to retain part of holiday entitlement for Nursery shutdowns. Details of the dates and number of days to be retained will be notified to the employee each year in advance, in accordance with normal practice or as detailed in the Contract of Employment.

No bookings for holidays should be made unless management has approved the request for the holiday dates required.

Please note that employees are not permitted to request or receive payment for any untaken holiday entitlement (other than when the contract of employment comes to an end), the employee should ensure that all holiday entitlement is used within the holiday year.

Please be advised that should an employee fall sick prior to or during pre-booked annual holidays there is no entitlement to take those holidays on another occasion, unless the absence notification procedure and certification procedure has been followed.

COMPASSIONATE LEAVE

In the event of the death or funeral of an employee's immediate family member, father/mother, brother/sister, husband/wife/partner, own child, next-of-kin or nominated next-of-kin, parents of husband/wife/partner or persons related or living in the same household, if the employee is responsible for funeral arrangements, up to 3 days off work with basic pay may be granted at the sole discretion of the management after careful and sympathetic consideration has been given to the particular circumstances surrounding the bereavement. In the event of the death of a grandparent then up to 1 day of bereavement leave will be granted with pay.

Any **request** made to attend any other funeral e.g. other family members / friend/ neighbour may be granted at the sole discretion of management after careful and sympathetic consideration has been given to the particular circumstances surrounding the bereavement. Such time off will be taken as holiday leave or unpaid leave.

The Nursery will comply with the Parental Bereavement (Leave & Pay) legislation which originally came into force in April 2022.

GENERAL NURSERY POLICIES & RULES

DUTIES OF EMPLOYEES

The employee is required to devote the whole of their time during working hours to the discharge of their duties and make every effort to promote the interests of the Nursery. The employee must not become involved in such activities or behaviour which may be likely to bring the Nursery or its reputation into disrepute.

All employees are expected to act with integrity throughout the course of their employment. In addition, we expect that all employees treat every person with whom they come into contact with (e.g. a colleague, manager, customer, supplier, member of public) with dignity and respect.

ENTRY TO NURSERY PREMISES

Employees are not allowed on the Nursery premises in which they normally work except during their normal working hours. The only exception being where prior permission has been sought and/or been given by Management.

PERSONAL MAIL/DELIVERIES

The Nursery's address must not be used by employees for any personal mail (including parcel deliveries). All mail received will be regarded as Nursery mail and opened without question. No private mail may be posted at the expense of the Nursery, except in circumstances where a charge arrangement has been made in advance.

CONDUCT AT SOCIAL / EXTERNAL EVENTS

The Nursery wishes to make it clear that any event which is organised and supported by the Nursery is considered to be an extension of the workplace and thus the normal behavioural requirements associated with the workplace still apply.

Therefore, any employee found to be guilty of misconduct during any such event will be subject to the Disciplinary Procedure in the same way as they would had the misconduct occurred in the normal course of employment.

APPEARANCE/UNIFORM & CLOTHING

Employees are required to maintain a high standard of appearance and wear clothing appropriate to the post. All employees issued with a uniform should ensure it is worn and maintained in good condition with regard to both cleanliness and repair. Upon termination of employment all uniforms must be returned to the Nursery. Refer to the Uniform Policy for further details.

PERSONAL HYGIENE

Employees may be liable to come into contact with customers, and work in an environment in close proximity to colleagues, therefore it is important that employees must at all times maintain high standards of personal hygiene.

PERSONAL PROPERTY

The Nursery cannot accept responsibility for loss or damage to an employee's personal property whilst on the Nursery premises. Any personal property lost or found should be reported to the Management immediately. All valuable items must be kept on the employees' person at all times or given to the staff in the main office for safe-keeping.

ALCOHOL/ DRUGS & SOLVENT ABUSE

The Nursery has a legal duty under legislation to ensure, as far as is reasonably practicable, the health & safety of employees at work. Similarly employees have a duty not to do anything which endangers their own, or their colleagues', health and safety.

For this reason, no alcoholic drink, drugs or solvents may be consumed/ inhaled on the premises or should be in their possession at any time, nor must any employee report for work under their influence. The Nursery wishes it to be clearly understood that the consumption of alcoholic drink, drugs, or solvent abuse by employees between starting and finishing times is prohibited.

Those permitted to drive Nursery vehicles must not consume alcohol or drugs or engage in solvent abuse during working hours or on route to or from work or must they report for work in a condition unfit to drive due to these substances.

Any incident involving an employee on duty in which it is found that consumption/ inhalation of these substances is a contributory factor, or any employee deemed by management to be unfit for work due to the use of such substances will render the employee liable to dismissal.

GIFTS & SAMPLES

No unauthorised gifts or samples may be accepted from suppliers or members of the general public, without the express permission of management. This includes for example: -

- *A gift of any merchandise sold by a supplier.
- * A gift of money or other goods.
- *An offer to buy goods at concessionary prices.
- *Any form of gift or concession to a home address.

EMPLOYEE MEETINGS

A management meeting occurs each month. During this meeting management discuss the workings of the meeting and any concerns they or the employees may have. If the employees have any concerns they wish to be raised at this meeting, they must ensure it is with management at least 24 hours before the meeting is due to take place.

A Supervisor meeting occurs every other month. This is an opportunity to check in with the Supervisors on the progress of their rooms and discuss any changes. It is also a time to make and share plans for the coming months. Supervisors will waterfall anything to their employees in the following week. If the employees have any concerns they wish to be raised at this meeting, they must ensure it is with management at least 24 hours before the meeting is due to take place.

PERSONAL TELEPHONE CALLS

Employees should be aware that to protect the interests of both the Nursery and employees, telephone calls may be monitored, and itemised telephone bills may be scrutinised to ensure telephone facilities are not being misused.

The Nursery's telephones should not normally be used for personal calls, except in an emergency situation or with express permission. In this event, employees should request permission from management and be as brief as possible when using the telephone. Employees will be allowed to

receive personal calls only in the event of an emergency.

Where the Nursery establishes that an employee has misused the telephone system for personal calls, the Nursery reserves the right to make a deduction from salary equal to the cost of all personal calls and working time lost. The employee may also render themselves liable to disciplinary action.

This is an express term of employment and the employee understands and agrees that the Nursery has the right to make such a deduction from wages or salary.

USE OF MOBILE TELEPHONES

Nursery Mobile Phones

The Nursery may provide mobile telephones to selected employees for use in their business activities. Employees provided with a mobile telephone are to abide by the terms and conditions by which the mobile telephone was issued. Failure to do so may result in disciplinary action.

Where the Nursery establishes that employees have used the Nursery mobile telephone for an excessive number or high cost of personal calls the Nursery reserves the right to make a deduction from salary equal to the cost of all personal calls and working time lost. The employee may also render themselves liable to disciplinary action.

This is an express term of employment and the employee understands and agrees that the Nursery has the right to make such a deduction from wages or salary.

The employee must take reasonable care of the equipment provided and the Nursery reserves the right to make a deduction from salary, equal to the cost of replacement or repair, for loss or damage to the equipment and the employee may render themselves liable to disciplinary action.

Personal Mobile Phones

Employees are not permitted to make or receive calls/text messages on a personal mobile telephone during working hours except during an authorised break.

Employees are not permitted to have personal mobile telephones in their possession during working hours. Employees should ensure that all personal belongings remain in their locker throughout the day. Failure to comply with this rule may render an employee liable to disciplinary action up to and including dismissal.

Driving & Mobile Phones

It is a criminal offence to use (or cause a person to use) a hand held mobile phone whilst driving a vehicle. Driving a vehicle also covers a situation where the vehicle is stationary in traffic and has the engine running. Employees are advised to switch mobile phones on to the messaging service before commencing a journey and, on longer journeys, to park safely at convenient points during the trip to check for messages or make calls.

DENTAL/MEDICAL APPOINTMENTS

Employees should, if possible, arrange medical or dental appointments outside normal working hours. If this is not possible, such appointments must be made at the beginning or end of the working day.

Where an employee arranges an appointment within normal working hours, permission to leave the premises must be obtained. There is no payment for such time off. Employees may, with the express permission of their Supervisor/Manager, work up the time required for such appointments up to a maximum of 4 hours within one month.

On return after such appointments, employees must report to management prior to starting work. Unless previously arranged with management, where an employee fails to return after such an appointment during working hours, may be subject to disciplinary action under the Nursery's Disciplinary Procedure.

An employee who leaves work without permission, shall be treated as having committed Gross Misconduct, and shall be liable to disciplinary action as described in the Nursery Disciplinary Procedure.

RECORDING OF MEETINGS

It is not permissible to record, whether audio and / or visual, any and all meetings held, without the express written authorisation of the Nursery or those involved in the meeting. Any breach of this rule may constitute a disciplinary offence under the category of gross misconduct resulting in serious disciplinary action being taken.

POLITICAL ACTIVITIES

Whilst the Nursery has no political bias, it is prohibited for an employee to engage in any type of political activity or discussion during working and / or on Nursery premises.

SMOKING

The Nursery operates a **No Smoking Policy** inside all of its **buildings and vehicles**. This includes the use of e-cigarettes and/or any substitute device. Smoking is only permitted at designated areas outside the buildings or in the employee's own personal vehicle and during recognised breaks only.

Any employee who does not comply with the rules on smoking may be liable for disciplinary action under the Nursery's Disciplinary Procedure.

NURSERY PROPERTY

Employees are responsible for all equipment, materials and tools they are using. Loss or accidental damage of such should be reported immediately to management.

No equipment, materials or tools, regardless of their estimated value, may be taken off the Nursery premises unless they:

- a. are required for the performance of an employee's duties on customers' premises; or;
- b. express permission in writing has been given by a member of management.

Failure to return equipment or materials issued to an employee or loaned by the Nursery, at the termination of employment, for any reason, will result in the Nursery making a deduction from final pay and holiday pay due to the employee, equivalent to the replacement value. **This is an express written term within the contract of employment.**

PUBLIC RELATIONS/STATEMENTS TO THE PRESS

No employee may make a statement to the press regarding Nursery matters without firstly discussing the content with management. Failure to comply with this rule may render an employee liable to disciplinary action up to and including dismissal.

PARKING

Where parking facilities are provided by the Nursery, to avoid congestion, all vehicles must be parked in the designated parking areas. The Nursery will not accept liability for damage to private vehicles whilst on Nursery property if caused by a third party.

REFERENCE REQUESTS

Only authorised managers are permitted to provide references. For further information on who has such authorisation, speak to a Director. Any employee who provides an unauthorised reference may render themselves liable to disciplinary action.

INSTALLATION & USE OF CCTV

Closed circuit television cameras (CCTV) are used on our premises for security / health & safety purposes and the images are retained for 6 months in line with insurance requirements after which, unless required for a legitimate reason, they will be destroyed. The Nursery reserves the right to use any evidence obtained in this manner for work related purposes including in any disciplinary issue. Further information is covered within the CCTV Policy.

RIGHT TO REQUEST FLEXIBLE WORKING

The right to make such a request is available for any employee for any reason.

Qualifying Conditions

To qualify an employee must:-

- Have at least **26** weeks' continuous service with the Organisation at the date the application is made.
- Not have made another statutory request during the past 12 months

Procedure for making a flexible working application

- The right to request flexible working legislation requires that employees **must** make their request in **writing**, setting out:
 - The date of the application, the change to working conditions they are seeking and when they would like the change to come into effect.
 - What effect they think the requested change would have on the employer and how, in their opinion, any such effect might be dealt with.
 - That this is a statutory request and if they have made a previous application for flexible working the date of that application.

Procedure for processing flexible working requests

- Following a written request as described above, a meeting will be held with the employee within **28** days to discuss the request and attempt to reach a mutually agreeable solution. At this meeting the employee may if they wish be accompanied by a fellow employee.
- The Organisation may decide to grant the request or reject the request. The Organisation will provide the employee with a decision within **14** days of the date of the meeting.

- Where the request is rejected, the employee has the right to appeal against the decision within **14** days. An appeal meeting will be held with the employee within **14** days to discuss the request and attempt to reach a mutually agreeable solution.
- If a request for flexible working is rejected by the Organisation, the employee is not permitted to submit another request for a period of one year.
- The time scale in this procedure may be extended by agreement between the parties.

Where the Organisation agrees to an employee's request, the change to the employee's terms and conditions of employment will be permanent.

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

Peter's Patch complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes.

We treat all applicants for positions that become available in the nursery fairly and do not discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information that may be revealed.

Peter's Patch are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is discriminated against in relation to gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

Peter's Patch actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

We will request an Access NI Disclosure if an offer of employment has been made. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an Access NI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Peter's Patch will request the individual being offered the position to undergo an appropriate Access NI Disclosure check in line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), Peter's Patch will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.

We will have an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position applied for e.g. the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

Peter's Patch may consider discussing any matter revealed in a Disclosure Certificate.

We ensure that all those in Peter's Patch who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant

legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

We will make every potential employee of an Access NI Disclosure aware of the existence of the Code of Practice and make a copy for them if requested.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH PETER'S PATCH. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE.

INFORMATION TECHNOLOGY & COMMUNICATION POLICY

Introduction

This Information Technology and Communications Policy has been put in place by the Nursery to set out rules for the acceptable use of internal and external electronic equipment, email, the internet, the Nursery's IT systems and the intranet generally (together with information on security and employee monitoring.)

Individual Responsibilities

All Nursery employees who are approved users have a responsibility to comply with this policy. For the purpose of compliance with this policy this shall mean any employee of, or other approved user, permitted access to the IT system of the Nursery, which shall include all Nursery sites.

Where an employee is aware of a breach of the IT Systems in accordance with this policy, they are obliged to notify Management immediately. In the event that the breach is not reported, and it is determined that an employee failed to report the breach, then that employee may be subject to disciplinary action.

Passwords and Network Access

Access to the Nursery IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the IT systems.

Any employee who is permitted to use the Internet and/or e-mail facility, will be informed by Management that they can do so. This password must be kept secure from any other employees.

Employees must not:

- Allow anyone else to use their user ID and password on any Nursery IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access IT systems.
- Leave their password unprotected (for example writing it down).

Unacceptable Behaviour

The following action/behaviour is deemed **unacceptable** and as such may render an employee subject to disciplinary action, including the possibility of dismissal:

- Performing any unauthorised changes to IT systems, software, documents or information.
- Attempting to access data that they are not authorised to use or access.
- Exceeding the limits of their authorisation or specific business need to interrogate the system or data.
- Connecting any unauthorised device to the network or IT systems.
- Storing data on any unauthorised equipment.
- Giving or transferring data or software to any person or organisation. outside without the authority of Management.
- Malicious damage of IT hardware (Computer, Monitor, Keyboard, Mouse etc).
- Deliberate misuse of computer systems resulting in the loss of or damage to data.
- Unauthorised personal use of the Nursery IT systems.

- Disabling 'Anti-Virus' protection on a computer.
 - Deliberate introduction of a computer virus into any of the Nursery's computer systems.
- ALL data on the Nursery's computer systems is the property of the Nursery and as such you are not entitled to any privacy or confidentiality. The Nursery owns the copyright of all data on its computer systems.

Virus Control

The Nursery has implemented centralised, automated virus detection and virus software updates. All PCs have antivirus software installed to detect and remove any virus automatically. Employees must not remove or disable anti-virus software.

If any employee is concerned that they may have a virus, action the following:

1. Switch off the computer immediately.
2. Contact Management.
3. **DO NOT** use the computer again unless advised to do so by Management.

Clear Desk and Clear Screen

In order to reduce the risk of unauthorised access or loss of information, the Nursery enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Nursery authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data. The Employee must assume responsibility for the security of all removable media devices.

I-Pads

The I-Pads play a part in the observation and assessment process and feeding information back to parents on a daily basis. The Nursery ensure any photos or recordings taken of children in our setting are only done with prior written permission from each child's parents/carers.

I-Pads are pin protected. Any photographs will be downloaded or deleted at the end of each session or as soon as they have been relevantly used or printed. Employees must only use the settings own digital camera/I-pads to take any photographs and these must be downloaded or deleted at the end of each session or when printed.

Information from I-Pads containing children's development record and daily record will be transferred to a coded pen drive once the child has left the setting.

Actions upon Termination of Contract

All Nursery equipment and data, e.g. laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to the Nursery at termination of contract.

All Nursery data or intellectual property developed or gained during the period of employment remains the property of the Nursery and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on Nursery computers is the property of the Nursery and there is no official provision for individual data privacy, however wherever possible the Nursery will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The Nursery has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

INTERNET AND E-MAIL USAGE

Where the Nursery gives employees access to internet and email facilities, the following guidelines will apply.

Any breach of the guidelines for Internet and e-mail usage will render the employee liable for disciplinary action including the possibility of dismissal.

Only employees informed by Management that they are permitted to access the Internet and e-mail facilities are permitted to do so. Any employee, not permitted to use the facilities, and who is proven to have done so, will be liable to disciplinary action including the possibility of dismissal.

For employees permitted access, the following rules are designed to help them understand the Nursery's expectations for the use of the resources of the Internet.

The Internet for the Nursery is a business tool this means that employees are expected to use Internet access for business-related purposes only i.e. to communicate with parents/suppliers, to research relevant topics and obtain useful business information. Employees must conduct themselves honestly and appropriately on the Internet and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others just as in any other business dealings.

In addition to the rules set out in this policy, all existing Nursery policies/rules apply to conduct on the Internet, especially but not exclusively, those that deal with intellectual property protection, privacy, misuse of Nursery resources, sexual /racial or sectarian harassment, information/data security, and confidentiality.

Unlawful Internet usage may result in negative publicity and expose the Nursery or employees,

to significant legal liabilities. Special care must therefore be taken to maintain the clarity, consistency and integrity of the Nursery's corporate image.

Anything an employee writes in the course of acting for the Nursery on the Internet could be taken as representing the Nursery's corporate stance. That is why employees are expected to forego a measure of individual freedom when using the facility. Whilst the Nursery's direct connection to the Internet offers a variety of potential benefits it can also pose a significant risk to its data and systems if appropriate security disciplines are not followed. The overriding principle is that security is to be everyone's first concern. **Employees will be held accountable for any breaches of security or confidentiality.**

Guidelines

- **DO** take care to ensure that the message has the correct address.
- **DO** treat e-mails from an unknown source with extreme caution.
- **DO** treat all attachments within e-mail with caution.
- **DO** read carefully any disclaimers or warnings posted by websites.
- **DO NOT** open or save any non-business related e-mails that you receive.
- **DO NOT** send confidential information to an external address unless authorised.
- **DO NOT** send broadcast messages unnecessarily – this is a message to everyone in the Nursery.
- **DO NOT** put anything in an e-mail that libels a Nursery, product, individual or the Nursery.
- **DO NOT** use chat rooms or any other web forum to libel a Nursery, product, individual or the Nursery.

Netiquette

As with any form of communication including the Internet and e-mail, certain rules of etiquette should be observed:

- Be polite, remember to use please and thank you.
- Don't type in capital letters, this implies that you are SHOUTING.
- Avoid sarcasm and humour, this may be misinterpreted.
- Don't send an e-mail with huge file attachments, it slows down the network and may be rejected by the recipient's mail system.

Unacceptable Behaviour

The following actions/behaviours is deemed unacceptable and as such may render an employee subject to disciplinary action, including the possibility of dismissal:

- Using the internet or email for the purposes of harassment or abuse.
- Using profanity, obscenities, or derogatory remarks in communications.
- Accessing, downloading, sending or receiving any data (including images), which the Nursery considers offensive in any way, including sexually explicit, discriminatory, obscene, extreme political views, racist, sexist, defamatory or libellous material. This list is not exhaustive and includes any other material that is deemed inappropriate by the Management of the Nursery.

- Using the internet or email to make personal gains or conduct a personal business.
- Using the internet or email to gamble.
- Using the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Placing any information on the Internet that relates to the Nursery, alter any information about it, or express any opinion about the Nursery, unless you are specifically authorised to do this.
- Sending unprotected sensitive or confidential information externally.
- Forwarding Nursery mail to personal email accounts (for example a personal Hotmail account).
- Making official commitments through the internet or email on behalf of the Nursery unless authorised to do so.
- Downloading copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringing any copyright, database rights, trademarks or other intellectual property.
- Downloading any software from the internet without prior approval of Management.
- Connecting Nursery devices to the internet using non-standard connections.
- Deliberately forwarding a message infected with a virus.
- Playing games on the Internet.

Employees must remember that the privacy of an e-mail cannot be guaranteed; the message may be forwarded, printed, saved or hacked into. Ensure that you have confirmed both the contents and recipients before sending a message. E-mails are legally binding documents and both the Nursery and YOU are responsible for the content of messages, therefore, carefully consider the implications of the content before sending a message.

SOCIAL MEDIA USAGE

Social media can bring significant benefits to the Nursery, particularly for building relationships with current and potential parents, children and/or suppliers. However, it is important that employees who use social media within the Nursery do so in a way that enhances the Nursery's prospects. A misjudged status update can generate complaints or damage the Nursery's reputation. There are also security and data protection issues to consider. The following guidelines outline the standards the Nursery require employees to observe when using social media, the circumstances in which the Nursery will monitor your use of social media and the action that will be taken in respect of breaches.

This policy will apply to social media use that takes place on Nursery premises, while travelling for business, working from home and during personal use. The principles will also apply to social media accessed using the Nursery's I.T. facilities and equipment and/or equipment belonging to employees or any other third party.

Purpose

The guidelines are intended to help employees of the Nursery make appropriate decisions about the use of social media. It applies to all use and all forms of social media where there is potential impact on the Nursery, such as Twitter, Facebook, and LinkedIn etc. Other social media

includes, but is not exclusive to, blogs, video, picture blogging and audio.

Responsibilities

All employees are responsible for their own compliance and for ensuring that it is consistently applied. Employees should ensure that they take the time to read and understand it. Any breach should be reported to Management.

Only people authorised to use the Nursery's social media accounts may do so. Authorisation is typically granted when social media related tasks form a core part of an employee's job. Allowing only designated people to use the accounts ensures the Nursery's social media presence is consistent and cohesive.

Anyone who breaches this restriction will face the Nursery's disciplinary procedure.

Nursery use of social media

The Nursery's social media accounts may be used for many different purposes. In general, authorised employees should only post updates, messages or otherwise use these accounts when that use is clearly in line with the Nursery's overall objectives.

For instance, employees may use Nursery social media accounts to:

- Respond to parents enquiries and requests for help.
- Share blogs, articles and other content created by the Nursery.
- Photos of the children will only be published on the Nursery social media when signed permission has been received.
- Share insightful articles, videos, media and other content relevant to the business, but created by others.
- Provide customers, clients and followers with an insight into what goes on at the Nursery.
- Promote marketing campaigns and special offers.
- Support new product launches and other initiatives.

Social media is a powerful tool that changes quickly. Employees are encouraged to think of new ways to use it, and to put those ideas to Management.

Personal use of social media

Personal use of social media in the workplace is permitted on the employee's personal devices, subject to certain conditions, as detailed below. However, this is a privilege and not a right. It must neither be abused or overused, and the Nursery reserves the right to withdraw permission at any time at our entire discretion.

The following conditions must be met for personal use to continue:

- Use must be minimal and take place substantially outside of normal working hours (e.g. breaks, lunchtime, before or after work)
- Use must not interfere with business or office commitments.
- Use must comply with our policies including the Equal Opportunities Policy, Bullying and Harassment Policy, Data Protection Policy and Disciplinary Procedure.

The Employee is also personally responsible for what they communicate on social media sites

outside the workplace, for example at home, in your own time, using your own equipment. The Employee must always be mindful of their contributions and what they disclose about the Nursery.

The Nursery's computer systems are to be used for business purposes only. When using computer systems, use of social media for business purposes is allowed, but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action

General rules for social media use

Whenever the employee is permitted to use social media for work purposes, they must adhere to the following general rules. The same rules will also apply when using social media outside of work:

- You must not post messages, status updates or links to material or content that is inappropriate. This includes: pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling and illegal drugs. This definition of illegal content also covers any text, images or other media that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability sexual orientation, or any other characteristic protected by law.
- You must not publicly mention any of the children from the Nursery on their social networking sites.
- Do not post or forward a link to any abusive, harassing, derogatory, defamatory or inappropriate content.
- A member of staff who feels that they have been harassed or bullied or are offended by material posted by a colleague onto a social media website should inform Management.
- Never disclose commercially sensitive, anti-competitive, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with Management.
- You should get appropriate permission before you refer to or post images of current or former employees, members, customers or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Be honest and open but be mindful of the impact your contribution might make to people's perceptions of the Nursery.
- You are personally responsible for content you publish – be aware that it will be public for many years.
- When using social media for personal use, use a disclaimer, for example: 'The views expressed are my own and don't reflect the views of my employer'. Be aware though that even if you make it clear that your views on such topics do not represent those of the organisation, your comments could still damage our reputation.
- You should avoid social media communications that might be misconstrued in a way that could damage our business reputation, even indirectly.
- Do not post anything that your colleagues or our customers, clients, business partners, suppliers or vendors would find offensive, insulting, obscene and/or discriminatory.
- If you have disclosed your affiliation as an employee of our organisation you must ensure that your profile and any content you post are consistent with the professional image you

present to clients and colleagues.

- If you encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of Management.
- It is highly recommended that employees keep Nursery related social media accounts separate from personal accounts, if practical.

Monitoring and Action

Staff should be aware that any use of social media websites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, action may be taken under the Nursery's disciplinary procedure.

The Nursery may require employees to remove social media postings which are deemed to constitute a breach of these standards and failure to comply with such a request may, in itself, result in disciplinary action. Social media/networking sites may be referred to when investigating possible misconduct/gross misconduct issues.

The Nursery reserves the right to restrict or prevent access to certain social media websites if personal use is considered to be excessive. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Nursery.

All breaches of the Information Technology & Communications Policy will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the Nursery's disciplinary procedures.

DATA PROTECTION POLICY

1. Policy Statement

Every day our business will receive, use and store personal information about our customers, suppliers and colleagues. It is important that this information is handled lawfully and appropriately in line with the requirements of the Data Protection legislation.

We take our data protection duties seriously, because we respect the trust that is being placed in us to use personal information appropriately and responsibly.

2. About This Policy

This policy, and any other documents referred to in it, sets out the basis on which we will process any personal data we collect or process.

This policy does not form part of any employee's contract of employment and may be amended at any time.

Natasha Ferson / Director is responsible for ensuring compliance with the Data Protection Requirements and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred to them in the first instance or reported in line with the organisation's Whistleblowing Policy or Grievance Policy.

3. What is Personal Data?

Personal data means data (whether stored electronically or paper based) relating to a living individual who can be identified directly or indirectly from that data (or from that data and other information in our possession).

Processing is any activity that involves use of personal data. It includes obtaining, recording or holding the data, organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

Sensitive personal data includes personal data about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric, physical or mental health condition, sexual orientation or sexual life. It can also include data about criminal offences or convictions. Sensitive personal data can only be processed under strict conditions, including with the consent of the individual.

4. Data Protection Principles

Anyone processing personal data, must ensure that data is:

- a. Processed fairly, lawfully and in a transparent manner.
- b. Collected for specified, explicit and legitimate purposes and any further processing is completed for a compatible purpose.
- c. Adequate, relevant and limited to what is necessary for the intended purposes.
- d. Accurate, and where necessary, kept up to date.
- e. Kept in a form which permits identification for no longer than necessary for the intended purposes.

- f. Processed in line with the individual's rights and in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- g. Not transferred to people or organisations situated in countries without adequate protection and without firstly having advised the individual.

5. Fair and Lawful Processing

The Data Protection Requirements are not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the individual.

In accordance with the Data Protection Requirements, we will only process personal data where it is required for a lawful purpose. The lawful purposes include (amongst others): whether the individual has given their consent, the processing is necessary for performing a contract with the individual, for compliance with a legal obligation, or for the legitimate interest of the business.

6. Processing for Limited Purposes

In the course of our business, we may collect and process personal data. This may include data we receive directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, location data, business partners, sub-contractors in technical, payment and delivery services, credit reference agencies and others).

We will only process personal data for the specific purposes or for any other purposes specifically permitted by the Data Protection Requirements. We will notify those purposes to the data subject when we first collect the data or as soon as possible thereafter.

7. Notifying Individuals

If we collect personal data directly from an individual, we will inform them about:

- a. The purpose or purposes for which we intend to process that personal data, as well as the legal basis for the processing.
- b. Where we rely upon the legitimate interests of the business to process personal data, the legitimate interests pursued.
- c. The types of third parties, if any, with which we will share or disclose that personal data.
- d. Information about the period that their information will be stored.
- e. Their right to request from us as the controller access to and rectification or erasure of personal data or restriction of processing.
- f. Their right to object to processing and their right to data portability.
- g. Their right to withdraw their consent at any time (if consent was given) without affecting the lawfulness of the processing before the consent was withdrawn.
- h. The right to lodge a complaint with the Information Commissioners Office.
- i. Other sources where personal data regarding the individual originated from and whether it came from publicly accessible sources.
- j. Whether the provision of the personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, or for our legitimate interests as well as whether the individual is obliged to provide the personal data and any consequences of failure to provide the data.

We will inform data subjects whose personal data we process that we are the data controller with regard to that data.

8. Adequate, Relevant and Non-excessive Processing

We will only collect personal data to the extent that it is required for the specific purpose notified to the data subject.

9. Accurate Data

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

10. Timely Processing

We will not keep personal data longer than is necessary for the purpose or purposes for which it was collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

11. Processing in line with Data Subject's Rights

We will process all personal data in line with data subjects' rights, in particular their right to:

- a. Confirmation as to whether or not personal data concerning the individual is being processed.
- b. Request access to any data held about them by a data controller (see also *Clause 14 Subject Access Requests*).
- c. Request rectification, erasure or restriction on processing of their personal data.
- d. Lodge a complaint with a supervisory authority.
- e. Data portability.
- f. Object to processing including for direct marketing.
- g. Not be subject to automated decision making including profiling in certain circumstances.

12. Data Security

We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental or unlawful destruction, damage, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

We will put in place procedures and technologies to maintain the security of all personal data from the point of the determination of the means for processing and point of data collection to the point of destruction. Personal data will only be transferred to a data processor if they agree to comply with those procedures and policies, or if they put in place adequate measures themselves.

We will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- a. **Confidentiality** means that only people who are authorised to use the data can access it.
- b. **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.

- c. **Availability** means that authorised users should be able to access the data if they need it for authorised purposes. Personal data should therefore be stored on the Nursery's central computer system instead of individual PCs.

Security procedures include:

- a. **Entry controls.** Any stranger seen in entry-controlled areas should be reported.
- b. **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- c. **Data minimisation.**
- d. **Pseudonymisation and encryption of data.**
- e. **Methods of disposal.** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.
- f. **Equipment.** Staff must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

13. Disclosure and Sharing of Personal Data

We may share personal data for our legitimate interests with the following:

- a. External Advisors
- b. Government departments and financial institutions
- c. Early Years.

14. Subject Access Requests

Individuals must make a formal request for information we hold about them to Natasha Ferson / Director.

When receiving telephone enquiries, we will only disclose personal data we hold on our systems if the following conditions are met:

- a. We will check the caller's identity to make sure that information is only given to a person who is entitled to it.
- b. We will suggest that the caller put their request in writing if we are not sure about the caller's identity and where their identity cannot be checked.

Where a request is made electronically, data will be provided electronically where possible.

15. Changes to this Policy

We reserve the right to change this policy at any time. Where appropriate, we will notify changes by mail or email.

PRIVACY NOTICE – EMPLOYEE DATA

How your information will be used

1. As your employer, the Nursery needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Nursery and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. As a Nursery pursuing **childcare** activities, we may sometimes need to process your data to fulfil our legal obligations or pursue our legitimate business interests, for example for administrative purposes. We will never process your data where these interests are overridden by your own interests.
3. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.
4. The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage Nursery confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records. Closed circuit television (CCTV) images are retained for 6 months in line with insurance requirements after which, unless required for a legitimate reason, they will be destroyed.
5. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory sick pay.
6. We only process special categories of information relating to your religious and philosophical beliefs as required by law.
7. In addition, we monitor computer **and telephone/mobile telephone** use, as detailed in our Employee Handbook.

8. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you or to allow us to pursue our legitimate business interests, for instance we may need to pass on certain information to HMRC, our external Nursery accountant or legal / HR advisors or pension schemes.
9. The personal data we hold on our employees falls into a variety of categories for example payroll records, health and safety records and employment records. Some of these we need to retain for a statutory period and others we retain for set periods for legitimate reasons. Details of our retention periods are contained at the end of this document.
10. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Your rights

11. Under the Data Protection legislation you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
12. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
13. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the Data Protection legislation with regard to your personal data.

Identity and contact details of data controller

14. **Peter Rabbit Day Nursery t/a Peters Patch** is the controller of data.
15. If you have any concerns as to how your data is processed you can contact:

Natasha Ferson
Director
02892 688005

HR RECORDS – RETENTION PERIODS

Payroll related records

- **Accident Books / Accident Records/Reports** – 3 years from the date of the last entry
- **Accounting Records** – 3 years for private companies / 6 years for public limited companies
- **HMRC Approvals** – permanently
- **Income Tax / NI Returns / Income Tax Returns / Correspondence with HMRC** – 3 full tax years
- **National Minimum Wage Records** - 3 full tax years
- **Retirement Benefits Schemes** – 6 years from the end of the scheme year in which the event took place.
- **Statutory Maternity Pay records** – 3 years after the end of the tax year in which the maternity period ends.
- **Pay records** – 6 years
- **Money purchase details** – 6 years after transfer or value taken.
- **Pensioners records** – 12 years after benefit ceases
- **Statutory sick pay records** – 6 years after employment ceases
- **Furlough records** – 6 years

Employment records

- **Records relating to children and young adults** – until the person reaches the age of 21
- **Working time records** – 2 years from date on which they were made
- **Recruitment Application forms / Interview Notes (for unsuccessful candidates)** – 1 year
- **Fair employment monitoring records** – 3 years
- **Parental leave** – 18 years from the birth of the child
- **Pension scheme investment policies** – 12 years from the ending of any benefit payable under the policy
- **Personnel files and training records** – 6 years after employment ceases
- **Redundancy records** – 6 years from the date of redundancy
- **Senior management records** – permanently
- **Subject Access Request** – 1 year following completion of the request
- **Trade union agreements** – 10 years after ceasing to be effective
- **Whistleblowing documents** – 6 months following the outcome
- **Works council minutes** – permanently
- **References** – 1 year after the reference is given
- **Right to work in UK Checks** – 2 years after employment ends

GRIEVANCE PROCEDURE

INTRODUCTION

It should be recognised by all parties that disputes should be kept to a minimum. Under most circumstances the objective will be to resolve issues informally between the employee/s concerned and their line manager. This may be best achieved through the development of sound relationships based on co-operation, mutual trust and confidence. However, where such a solution cannot be achieved at this level, the following procedure establishes means of effective and speedy resolution.

In the event that the grievance is in relation to alleged harassment, the employee should follow the procedure as detailed in the Nursery's Bullying & Harassment (Dignity at Work) Policy & Procedures.

OBJECTIVE

The object of the procedure is to provide the employee, (or ex-employee) who has a grievance, with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, attempt to find a resolution, at the earliest moment and at the first level of management. Ideally the employee should first raise the issue with their line manager if practicable, making it clear that the **informal** grievance procedure is being invoked. The manager will make every endeavour to respond to the issue within a reasonable timeframe. *If the employee is not satisfied with the response the employee may invoke the formal route by putting the matter in writing as detailed in Stage 1.*

Where the employee chooses to raise matters informally the formal procedure as outlined below will not apply.

GENERAL PRINCIPLES

This procedure establishes the appropriate steps which must be followed when **formally** pursuing and dealing with a grievance. The procedure contains **2** Stages for dealing with individual grievances and **2** Stages for collective grievances.

- The Nursery reserve the right to use the services of an external consultant at any stage in the grievance or appeals procedure.
- The employee will have the opportunity to state their case and be accompanied by a fellow employee or trade union representative if desired. A union representative may be either a full time official employed by a union or a lay union official who has been reasonably certified in writing by the employee's union as having experience of, or as having received training in, acting as an employee's representative at grievance hearings. The representative may consult with the employee before and during the hearing, address the hearing on their behalf but may not answer questions for them.
- The Nursery will endeavour to ensure that the timing and location of hearings are reasonable and are conducted in a manner which enables the employee to explain their case.
- The employee, and any representative, takes all reasonable steps to attend investigations (where applicable) and hearing under this procedure.
- The Nursery will maintain a written record of the grievance process for future reference and ensure such records are stored in accordance with the requirements of the Data Protection regulations.

- It is not permissible to record, whether audio and / or visual, any meetings which take place as part of this procedure, without the express written authorisation of the Nursery or the people involved in the meeting. Any breach of this rule may constitute a disciplinary offence under the category of gross misconduct resulting in serious disciplinary action being taken.

PROCEDURE: INDIVIDUAL ISSUES

STAGE 1 The employee should first raise the issue in writing with their line manager (if this is not appropriate, then raise with another manager), ***making it clear that the formal grievance procedure is being invoked***. If a formal meeting is required to discuss the issue, the employee may, if so desired, be accompanied by a fellow employee or trade union representative. The manager will make every endeavour to respond to the issue within a reasonable timeframe. *If the employee is not satisfied with the response the issue may be appealed and referred in writing to **Stage 2**.*

STAGE 2 The employee may now refer the issue in writing to the nominated person within 5 working days. Every effort will be made to arrange a meeting to deal with the issue within a reasonable timeframe. At this meeting the employee may, if so desired, be accompanied by a fellow employee or trade union representative. The nominated person will aim to issue an outcome to Stage 2 within a reasonable timeframe. *The decision at this stage will be final.*

As far as is reasonably practicable, any Nursery personnel involved in hearing the grievance at Stage 2 will not have been involved at stage one and will be senior to any person involved at that stage. Both parties undertake to attend meetings arranged and to do so with the intention of seeking a mutually acceptable solution to the issue, without delay.

PROCEDURE: COLLECTIVE ISSUES

At all stages of the procedure for collective issues a representative of the employees' concerned will be permitted to attend a meeting arranged to seek an acceptable solution. At this meeting the employee representative may, if so desired, be accompanied by a fellow employee or trade union representative.

STAGE 1 The representative of the employee group will request in writing that the issue be incorporated into an agenda for a formal meeting with Management. Where the issue is of particular urgency or importance, such a meeting will be convened without delay. At this meeting the issue will be discussed with the objective of reaching a satisfactory conclusion. *Failing such a satisfactory conclusion, the issue may be appealed and shall proceed to Stage 2.*

STAGE 2 The matter must now be referred in writing, to the nominated person within 5 working days of the outcome at Stage 1. A meeting will be arranged, and at this meeting the issue will be discussed with the objective of reaching a satisfactory conclusion. *The decision at this stage will be final.*

Normal working practices are the foundation upon which this procedure is based. However, following this last stage, if no agreement has been forthcoming, the procedure will be deemed to have been exhausted. Either party may give reasonable notice of any intended action.

BULLYING & HARASSMENT (Dignity at Work) POLICY & PROCEDURES

INTRODUCTION

As part of its overall commitment to equality of opportunity, this Nursery recognises that bullying and harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour.

The Nursery will make good faith efforts to comply with the spirit and letter of equality law and any other associated laws.

This policy is intended to promote a harmonious working environment where every employee is treated with respect and dignity. The Nursery will not tolerate harassment on **equality grounds** (as listed below) or any form of bullying:

- Sex
- Pregnancy or maternity
- Gender re-assignment
- Marital or civil partnership status
- Religious or similar philosophical beliefs
- Political opinion
- Racial group
- Sexual orientation
- Disability
- Age

Individual employees who feel they are being subjected to harassment or bullying are advised to progress complaints in accordance with this policy and its associated procedures as they have been specifically devised to ensure sensitive and prompt handling of such issues.

Please note that the Nursery reserve the right to use the services of an external consultant at any stage in this procedure.

HARASSMENT

Harassment is defined as: *“Unwanted conduct, related to the **equality grounds** which damages, or which is done with the aim of damaging a person’s dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for that person”.*

Many forms of behaviour can constitute harassment; these are just some examples:

- Physical conduct such as assaulting a person or making obscene gestures
- Verbal conduct such as making racist, sexist, sectarian or homophobic comments; making derogatory comments about a person’s age or disability; offensive language, gossip and slander, mobile phone ring tones, threats, letters, emails or singing songs of this nature
- Visual or written material containing displays of racist, sexist, sectarian, homophobic or other derogatory words or pictures (e.g. posters, computer screen savers, downloaded

images, graffiti, obscene gestures, flags, bunting or emblems, or any other offensive material)

- Isolation or non-co-operation at work, refusing to help or by exclusion from social activities
- Coercion, including pressure for sexual favours, pressure to participate in political or religious groups

BULLYING

Bullying is defined as: *“The unwanted conduct which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment”*.

Everyone has the potential to bully and it can occur at all levels. Bullying behaviour need not be related to the equality grounds but may be done for other reasons such as jealousy, personal dislike, revenge or insecurity.

Many forms of behaviour can constitute bullying; these are just some examples:

- Abusive behaviour/ intimidation/ threats
- Being belittled/ ridiculed/ insulted
- Shouting/ cursing at an individual/ public humiliation
- Different treatment
- Abuse of power or personality
- Isolation or non-co-operation at work, exclusion from social activities, intrusion by pestering, spying, following, etc.

IMPLICATIONS

Harassment and bullying can damage the health, confidence, morale and performance of employees who are affected by it. Harassment is unlawful under the equality laws. Harassment and bullying may also be civil or criminal offences and may contravene health and safety law.

Quite apart from the legal implications, both harassment and bullying are contrary to the standards of behaviour that we expect of our employees. Both types of behaviour are unacceptable in our workplace and are not permitted or condoned. We will treat such behaviour as misconduct which may warrant dismissal from employment.

EMPLOYEE'S RIGHTS

All employees have a right to work in a harmonious environment that is free from bullying or harassment and to be able to complain about such behaviour should it occur. The Nursery has established an internal grievance procedure to deal with such complaints and encourage aggrieved employees to use it. All complaints will be dealt with seriously, promptly and confidentially.

The internal grievance procedure does not replace the right of an aggrieved employee to pursue complaints to an Industrial Tribunal, The Fair Employment Tribunal or to the courts.

Any employee who makes complaints, and others who give evidence or information in connection with such complaints, will not be victimised (i.e. they will not be discriminated against,

harassed or bullied in retaliation for their actions). Victimisation is also discrimination contrary to the equality laws and this policy; any case of victimisation will be treated as misconduct and may warrant dismissal from employment.

EMPLOYEE'S RESPONSIBILITIES

All employees must comply with this policy. All employees must treat each other with dignity and respect. They must not themselves commit any acts of harassment or bullying against any person, such as colleagues, job applicants or customers. Such behaviour will not be permitted or condoned and will be treated as misconduct which may warrant dismissal from employment.

All employees should discourage harassment and bullying by making it clear that they find the behaviour unacceptable and by supporting colleagues who suffer such treatment. Any employee who is aware of any incidence of harassment or bullying should alert a manager or supervisor to enable the Nursery to deal with it.

MANAGEMENT'S RESPONSIBILITIES

- Management have a duty to implement and maintain this policy and to make every effort to ensure that bullying/ harassment does not occur, particularly in work areas for which they are responsible.
- Management have a special responsibility for enforcing this policy on a day to day basis especially in setting a good example for other employees to follow and for intervening where necessary to protect and reassure employees.
- Management have the responsibility for dealing appropriately with any incident of bullying or harassment that they are aware of. If harassment or bullying does occur, they must deal effectively with the situation and inform senior management immediately of the incident/s.
- Management must be responsive and supportive to any employee who makes an allegation of harassment or bullying, provide clear advice on the procedure to be adopted, maintain confidentiality and seek to ensure that there is no further problem of harassment, bullying or victimisation while a complaint is being dealt with or after it has been resolved.
- Management must be alert and proactive to unacceptable behaviour and take appropriate action in accordance with the Nursery's policy and procedures. Management must ensure that potentially offensive material of a discriminatory nature is not displayed or circulated.

EMPLOYERS' RESPONSIBILITIES

The Nursery will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment or bullying.

To implement this policy the Nursery will:

- Ensure that the policy and the procedures for dealing with complaints is communicated effectively to all managers, supervisors and employees.
- Management will receive appropriate training.
- Ensure that all complaints of bullying or harassment are dealt with promptly, seriously and confidentially and in accordance with the Nursery policy.
- Set a good example by treating employees with fairness, dignity and respect.
- Be alert to unacceptable behaviour and take appropriate action to stop it.
- Monitor all incidents of bullying or harassment and review the effectiveness of the policy periodically.

PROCEDURE

Any employee who believes that they have been subject to any form of harassment or bullying is entitled to raise the matter through the following procedures:

- **Informal Procedure**

This stage is appropriate where the employee simply wants the behaviour to stop. Employees can seek to resolve the matters informally by:

- Approaching the alleged harasser making it clear that the behaviour is unacceptable and must stop. If an employee is unable to do this verbally then a written request may be effective.
- Approaching the alleged harasser with the support of a colleague or manager.
- Asking Management to approach the alleged harasser on their behalf.

Where an employee seeks the support of Management they will be informed that their role at the informal stage can only be one of support. A formal investigation and possible disciplinary action can only take place if the complaint is investigated under the formal procedure.

All reported incidents of harassment/bullying will be monitored and in the event of any patterns emerging, management may wish to initiate its own formal investigation and take the remedial action where this proves to be necessary. A written record of the action taken will be made to assist with any formal proceedings that may arise if the behaviour does not stop.

Failure to maintain such a record will not invalidate proceedings at the formal stage.

- **Formal Procedure**

In the following procedure the word 'complainant' means the person complaining of harassment or bullying and the word 'harasser' means the alleged perpetrator of the harassment/bullying.

If the behaviour continues or if it is not appropriate to resolve the problem informally, it should be raised through the formal complaint procedure as detailed below:

- A complaint should be made in the first instance with the employee's manager or, where this is inappropriate, to the next level of management.
- The complaint should be made as soon as possible after an act of harassment so that the matter can be dealt with quickly.
- The complaint should preferably be set out in writing, however this will not preclude the investigation of a complaint made verbally. The manager will acknowledge receipt of the complaint and arrange to meet with the complainant.
- Any member of management that may be involved in the carrying out of investigations at the formal stage will in no way be connected with the allegation that has been made.
- Whilst the manager will seek to resolve the matter as quickly as possible, the meetings with all involved need not necessarily follow immediately after each other. Every effort will be made to have held all necessary meetings without unreasonable delay.

- All information or evidence provided will be treated as confidential to the investigation, subject to any statutory requirements. All those giving information do so privately and not in the presence of any other person involved in or present during the alleged incident.
- It is not permissible to record, whether audio and / or visual, any meetings which take place as part of this procedure, without the express written authorisation of the Nursery. Any breach of this rule may constitute a disciplinary offence under the category of gross misconduct resulting in serious disciplinary action being taken.

Step 1 - Initial Meeting with the Complainant

The investigating manager will meet the complainant to:

- Clarify and formally record the nature of the complaint and that it is being handled under the formal procedure.
- Where possible, gather dates, times and names of any witnesses or other employees who may be able to assist with the investigation.
- Ensure that the complainant is aware of the next stage of the procedure.
- The complainant will have the right to be accompanied at this meeting by a work colleague or an accredited trade union representative.

Step 2 - Avoiding contact between Complainant and Alleged Harasser

The issue of avoiding contact between the complainant and the alleged harasser must be considered before action is taken to inform the alleged harasser of the complaint.

Where a case of serious harassment and/or bullying has been alleged, consideration will be given to precautionary suspension of the alleged harasser to enable investigations to proceed. An individual who is going to be suspended must be formally advised of this at a meeting with the manager concerned.

In other cases of alleged harassment and/or bullying, the investigating manager will take appropriate action to ensure contact is avoided following discussion with the Complainant.

Step 3 - Informing the Alleged Harasser

The investigating manager will meet with the alleged harasser to:

- Outline the nature of the complaint;
- Confirm that it is being handled under the formal procedure
- Ensure that the individual is aware of the next stages of the proceedings.
- Inform the alleged harasser if precautionary suspension on full pay is to be involved to enable investigations to proceed.

Following this meeting the manager will write to the alleged harasser outlining the nature of the complaint and setting a date for a formal meeting to be held within 5 working days of the complaint being received.

Step 4 - Meeting with the Alleged Harasser

The alleged harasser will be made aware in writing, of any allegation of harassment and/or bullying and will be invited to attend a meeting during which they will have an opportunity to respond to the allegations (and provide any names of witnesses or other employees who may be able to

assist the investigation). The alleged harasser will have the right to be accompanied at this meeting by a work colleague or an accredited trade union representative.

Step 5 - Meeting with any other employees who can assist investigation

Separate investigation meetings will be held with any other person/s where it is believed that such individuals can assist with the investigations; they will be asked to outline their observations and/or give description of any relevant events.

Step 6 - Consideration of Information / Reporting the Findings / Outcome

Having obtained all the information possible, the investigating manager will consider whether the complaint of harassment and/or bullying is substantiated; an outcome will be written outlining the facts, indicating the findings, and whether the complaint is substantiated or not.

While the investigation will cover all aspects of the incidents reported, including the conduct and behaviour of the complainant, where relevant, the mere fact of an individual's personal beliefs, values or practices should not in themselves be regarded as an excuse for bullying, sectarian, racial or sexual harassment.

The investigating manager will consider the facts and will decide either:

- To initiate the disciplinary proceedings against any party as appropriate (this will be conducted in line with the Nursery's disciplinary procedure); or
- Take any other appropriate management action e.g. the provision of training, redeployment; or
- Take no action.

Having made a decision this will be communicated in writing to both parties i.e. complainant and alleged harasser. Every effort will be made to have completed the procedure without unreasonable delay.

Step 7 - Appeal

If the complainant is not satisfied with the outcome of the investigation, they have the right to appeal the decision made. The person to whom the appeal is made and the timescale within which they should appeal within will be detailed within the outcome letter.

Any appeal will be heard by a more senior manager, if at all possible, to ensure the matter is dealt with impartially. The complainant will continue to have the right to be accompanied at the appeal meeting. After the appeal meeting, the final decision will be communicated in writing to both parties.

PROTECTED DISCLOSURE – WHISTLE-BLOWING POLICY

Under certain circumstances, employees/ workers have legal protection if they make disclosures about organisations for whom they work. These employees/ workers are commonly referred to as ‘whistle blowers’.

INTRODUCTION

The word ‘whistle-blowing’ in this policy refers to the disclosure internally or externally by employees/ workers of malpractice, as well as illegal acts or omissions at work.

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Nursery, nor should it be used to reconsider any matters that have already been addressed under harassment, complaint, disciplinary or other procedures. Once the ‘whistle-blowing’ procedures are in place, it is reasonable to expect employees/ workers to use them rather than air his/her complaints outside the Nursery.

POLICY STATEMENT

The Nursery is committed to the highest standards of openness, integrity and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Nursery to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee /worker will not disclose confidential information about the employer’s affairs. Nevertheless, where an individual discovers information that they believe shows serious malpractice or wrong-doing within the Nursery, then this information should be disclosed internally without fear of reprisal.

SCOPE OF THE POLICY

The Nursery has a range of policies and procedures which deal with standards of behaviour at work; they cover, for example, discipline, grievance and harassment. Employees/ workers are encouraged to use these procedures when appropriate. However, there may be times when the matter is not about his/her personal employment.

This Policy is designed to enable employees/ workers of the Nursery to raise concerns internally, at a high level, and to disclose information that the individual believes shows malpractice or impropriety. The Act protects people who raise concerns about past, present and future malpractices in relation to:

- A criminal act
- A failure to comply with legal duty (e.g. negligence)
- A miscarriage of justice
- Danger to health and safety
- Damage to the environment
- Deliberately cover up any of these

SAFEGUARDS

Protection

This Policy is designed to offer protection to those employees/ workers of the Nursery who disclose such concerns, provided the disclosure is made:

- In the public interest.
- In the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety, and if they make the disclosure to an appropriate person.

Harassment or Victimisation

Harassment or victimisation of individuals' who have raised concerns, including informal pressures, will not be tolerated and will be treated as a serious disciplinary offence that will be dealt with under the disciplinary procedure. Any investigation into allegations of malpractice will not influence or be influenced by any discipline or redundancy procedures that may already affect the person. Neither does it mean that any discipline or redundancy procedures to which the person is already subject will be halted as a result of raising concerns.

Confidentiality

The Nursery will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Anonymous Allegations

This Policy encourages individuals to put his/her name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Nursery.

In exercising this discretion, the factors taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

Untrue Allegations

If, following investigation, an individual makes frivolous or malicious allegations, and particularly if they persist with making them, disciplinary action may be taken against that individual.

RAISING A COMPLAINT

If an employee /worker have a concern, they should not approach or accuse individuals directly or attempt to investigate the matter themselves. Employees should raise the complaint with his/her line manager in the first instance, who will take note of the complaint and then pass this information on to the appropriate designated investigating officer as soon as is reasonably practicable.

If it is inappropriate to raise a complaint with the line manager, then employees can approach Management.

The Nursery reserve the right to use the services of an external consultant as the designated investigating officer on receipt of a complaint of malpractice.

The employee may invite his/her Trade Union representative to raise the matter on the employee's behalf.

If the employee /worker is unsure whether to use this policy, or wants **independent** advice at any stage, they may contact the independent charity 'Public Concern at Work'. Their lawyers can give employees/ workers free confidential advice at any stage about how to raise concerns about serious malpractice at work.

If there is evidence of criminal activity then the investigating officer should inform the police.

TIMESCALES

Due to the varied nature of these sorts of complaints which may involve internal investigators and/or the varied, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken without unreasonable delay.

The investigating officer should, as soon as is reasonably practicable, send a written acknowledgement of the concern to the complainant, and thereafter provide written feedback back to them and on the action which is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed as to the progress of the investigation and as to when it is likely to be concluded. All responses to the complaint should be in writing and sent to a home address.

THE INVESTIGATION

The investigating officer should follow the following steps:

- Full details and clarification of the complaint should be obtained.
- The investigating officer should inform the employee/ worker against whom the complaint is made as soon as is reasonably practicable. The employee/ worker will be informed of his/her right to be accompanied by a Trade Union representative at any future interview or hearing held under the provision of these procedures.
- The investigating officer will make a judgement concerning the complaint and the validity of the complaint. This judgement will be detailed in a written report containing the findings of the investigation and the reasons for the judgement. The report will be passed to the appropriate person.
- This person will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate organisational procedures.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.

If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with a more senior Nursery official, or one of the designated persons.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome, the Nursery recognises the lawful rights of employees or ex-employees to make disclosures to the other prescribed persons.

A list of prescribed people and bodies for relevant organisations can be found on the following website: <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>

However, it should be noted that such prescribed bodies may be required to produce an annual report on disclosures of information that have been received by workers. #

Useful contact numbers

Designated Officers- Management- 02892 688005/ 02892682794

Nichola McAleese (Social Worker)- 02844 513807

Early Years Team out of hours- 02895 049999

DISCIPLINARY RULES & PROCEDURE

INTRODUCTION

Whilst it is accepted that most employees will observe acceptable standards of conduct and performance it is considered nevertheless necessary to establish a procedure to deal with employees who become liable for disciplinary action because they are failing to meet the required standards of performance or conduct.

It is the object of the following procedure to give employees the opportunity to improve their behaviour/performance. It aims to ensure that employees are protected against unjustifiable or inconsistent disciplinary action and identifies the type of offence which may result in disciplinary action. It also identifies what such disciplinary action would be and what further action may result if there is no improvement, or another offence takes place.

The disciplinary procedure does not form part of your contract of employment.

The Nursery retains discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service i.e., one year or less, you may not be in receipt of any warnings before dismissal.

GENERAL PRINCIPLES

- The Nursery expects all its employees to abide by the terms and conditions of their employment and the rules, regulations and standards established by the Nursery.
- The Nursery reserve the right to use the services of an external consultant at any stage in the disciplinary or appeals procedure.
- No disciplinary action shall be taken until there has been an investigation into any alleged incident.
- Prior to any disciplinary hearing the employee will receive details of the alleged misconduct in writing. Such notification shall provide sufficient time for the employee to consider their response to the alleged misconduct.
- The Nursery reserve the right to implement a period of precautionary suspension on full pay pending investigation of the alleged misconduct in certain cases. The Nursery may also consider transfer to another location and/or duties where this will serve the same purpose as precautionary suspension. Where either of these measures are invoked the employee will be informed in writing. Precautionary suspension may be ended by the Nursery at any time during the disciplinary process where it is considered appropriate.
- The employee does not have a statutory right to representation at investigation meetings.
- The employee has the right to a fair disciplinary hearing at which they will have the opportunity to state their case and be accompanied by a fellow employee or trade union representative if desired. A union representative may be either a full time official employed by a union or a lay union official who has been reasonably certified in writing by their union as having experience of, or as having received training in, acting as an employee's representative at disciplinary hearings. The representative may consult with the employee before and during the hearing, address the hearing on the employees' behalf but may not answer questions for the employee.
- This procedure shall be cumulative regardless of the type of breach of disciplinary rules, except for cases of gross misconduct. Where the warning is to be in respect of a number

of different types of misconduct, if justified, a final general warning may be issued, irrespective of the type of offences.

- Where an employee is in a management/supervisory position management reserves the right to consider demotion to a lower position as an alternative to dismissal.
- The Nursery acknowledges the right of an employee to appeal against what might appear to be an unjust or unfair penalty. The right of accompaniment as described earlier shall also apply at any appeal hearing.
- Where reasonably practicable, the appeal shall be heard by persons not involved in taking the initial disciplinary decision.
- The Nursery will endeavour to ensure that all steps in the procedure are taken without unreasonable delay and that the timing and location of hearings are reasonable and are conducted in a manner which enables the employee to explain their case.
- The employee and, where entitled, any representative (if applicable), takes all reasonable steps to attend investigations and hearings under this procedure.
- There is nothing in this procedure intended to remove the right of management to give informal warnings/cautions to employees whether or not any written record is made.
- It is not permissible to record, whether audio and / or visual, any meetings which take place as part of this procedure, without the express written authorisation of the Nursery. Any breach of this rule may constitute a disciplinary offence under the category of gross misconduct resulting in serious disciplinary action being taken.

PROCEDURE FOR MISCONDUCT

MINOR MISCONDUCT

If the breach is in the **Minor Misconduct** category and if, after the Disciplinary Hearing, Management is satisfied that an offence has occurred the procedure will be as follows: -

STAGE 1 The employee will be given a **Verbal Warning** recorded and retained on file for a period of 6 months.

STAGE 2 If the same or another offence occurs within six months the employee will be given a **First Written Warning**. It will be recorded and retained on file for a period of 12 months.

STAGE 3 If the same or another offence occurs within twelve months the employee will be given a **Final Written Warning**. This will contain clear notice that any further minor misconduct offence committed within 12 months will result in dismissal.

STAGE 4 If the same or another offence occurs within 12 months the employee will be **dismissed**.

MAJOR MISCONDUCT

If the breach is in the **Major Misconduct** category and if, after the Disciplinary Hearing, Management is satisfied that an offence has occurred the employee will render themselves liable to disciplinary action up to and including a **Final Written Warning**. **The employee's written confirmation of the warning will contain clear notice that committing another offence (with the exception of Gross Misconduct – see below) within 12 months will result in disciplinary action up to and including dismissal i.e. with notice.**

GROSS MISCONDUCT

If the employee has committed an offence which is regarded as **Gross Misconduct** and if, after the Disciplinary Hearing, Management is satisfied that such an offence has occurred **the employee will be dismissed summarily i.e. without notice or wages-in-lieu of notice.**

DISCIPLINARY RULES

The following list shows examples of the type of rules/offences which the Nursery has categorised for each level of Misconduct.

This is not an exhaustive list, and the Nursery reserve the right to include into an appropriate category, offences which may occur and are not listed in the examples.

A MINOR MISCONDUCT

- * Absenteeism and / or lateness
- * Failure to comply with Absence Notification and Certification Procedure.
- * Careless or poor effort at work.
- * Workmanship or performance of duties below an acceptable standard.
- * Minor breaches of safety/hygiene/security rules.
- * Using a personal mobile phone or personal electronic device during working hours.
- * Excessive time away from the job.
- * Failure to wear any protective clothing/equipment provided.
- * Misuse/excessive use of Nursery's telephone or Nursery's mobile phone.
- * Failure to complete time/stock sheets and daily duties paperwork as instructed.
- * Failure to drive in adherence to speed limits.

B MAJOR MISCONDUCT

- * Dangerous physical horseplay.
- * Absence from work without authorisation.
- * Neglect causing financial loss or damage to the Nursery's, parents or other employees' property.
- * Serious neglect of safety/hygiene/security rules.
- * Unsatisfactory attitude to work, parents, children, or other employees.
- * Failure to devote the whole of your time, attention and abilities to the business and its affairs during normal working hours.
- * Failure/refusal to attend for any health & safety/mandatory training.
- * Breach of Smoking Policy
- * Objectionable or insulting behaviour or bad language.
- * Unauthorised use of e-mail and/or the internet.
- * Failure to report immediately any type of driving conviction or summons, which may lead to conviction, if your work involves driving.
- * Failure to report an incident whilst driving a Nursery vehicle, whether or not personal injury or vehicle damage occurs.

C **GROSS MISCONDUCT**

- * Theft or fraud.
- * Sleeping whilst on duty.
- * Insubordination
- * Refusal to carry out a reasonable work instruction.
- * Consuming intoxicants during working hours or bringing intoxicants into the premises without permission.
- * Physically violent / threatening behaviour / bullying behaviour.
- * Leaving the premises or a work site without permission.
- * Deliberately ignoring safety/hygiene/security /fire rules and thereby endangering one's own or another's physical well-being or safety.
- * Wilful neglect, damage to or gross negligence causing serious financial loss or serious damage to the Nursery's, children or parents or other employees' property.
- * Undertaking work in competition with the Nursery.
- * Improper use of the Internet or E-mail facilities.
- * Falsification of records, including time recording systems.
- * An employee reporting for work with a strong smell of alcohol on their breath, and / or where the employee is deemed to be unfit to undertake their duties.
- * Any breach of confidentiality or fidelity in relation to the Nursery's business.
- * Any action, whether committed during working hours or outside working hours, which may damage the reputation of the Nursery.
- * Acts of intimidation, harassment, victimisation or discrimination.
- * The use of social networking websites (either inside or outside work) such as YouTube, Facebook, Twitter etc. and personal websites which involves the uploading of any Nursery related information, commentary about Nursery products, services or Nursery initiatives, posting of photographs, posting of videos or making any comments about the Nursery, employees or colleagues, as these may be damaging to the Nursery's reputation.
- * Engaging in any other employment whilst absent from work irrespective of whether the absence is covered by a medical certificate or not.
- * Deliberate act or gross negligence which breaches data protection or causes a data breach.

RIGHT OF APPEAL

Where the employee believes that the disciplinary action taken is unjust or unfair, they have the right to appeal against such action. The appeal procedure is described below.

- An appeal must be made within **5** working days from the date of notification of the disciplinary action.
- The appeal must be in writing, stating the basis of the appeal, and sent to the nominated person.
- The nominated person will convene an appeal hearing.
- The decision of the appeal panel will be final.

Having reviewed the information, the appeal panel have absolute discretion to take any of the following decisions:

1. To remove the warning from the employee's record.
2. To reduce the level of the warning, i.e. from a Final Written Warning to a First Written Warning.
3. To uphold the level of warning issued as a result of the original hearing.
4. To increase the level of the warning, i.e. from a Final Written Warning to Dismissal.

Clarification of any point in this disciplinary rules and procedure may be obtained from management.

VEHICLE DRIVER RULES & PROCEDURES

INTRODUCTION

To enable certain employees to carry out their work effectively a Nursery vehicle is available for their use, either during working hours or on a full-time basis. Other employees may be required to drive either Nursery or customer vehicles. In this situation, it is a condition of employment that employees comply with the following rules and procedures.

These rules summarise current legislation and Nursery policies and procedures that must be observed by all employees who drive Nursery vehicles.

Any breach of the rules herein may render an employee liable to disciplinary action in accordance with the Nursery's Disciplinary Procedure. Should any queries arise regarding the contents of this section, please discuss them with Management.

Please note that all Nursery vehicles are or may at any time in the future be fitted with both cameras and tracker devices and provide minute-by-minute information on the whereabouts of vehicles, who is driving the vehicle and the speed at which the vehicle is travelling. The information available from the tracker devices may be used as evidence for both insurance and disciplinary purposes.

LEGAL OBLIGATIONS

Authorisation to Drive a Nursery Vehicle

Nursery vehicles may only be driven by employees who are authorised by management to do so. Unless expressly given in writing, no other person is covered by insurance to drive a vehicle supplied to an employee. This includes members of the employee's family - see below.

Insurance

Only employees of the Nursery or those supplied with a Nursery vehicle are insured to drive it. Under no circumstances should any other person, who is not an employee of the Nursery, be permitted to drive the vehicle. ***Employees are reminded that such an action constitutes a criminal offence,*** and any employee, who permits another person to drive a Nursery vehicle, whether or not the Nursery incurs a loss, will render themselves liable for disciplinary action including the possibility of dismissal.

No passengers are permitted to travel in Nursery owned vehicles other than Nursery employees or the permitted children from the Nursery. Non-employees are not covered under Nursery fleet insurance and therefore are not permitted in the vehicle. Carrying of unauthorised passengers may render the driver liable to disciplinary action. Personal belongings being carried in Nursery vehicle are **not covered** by the Nursery's insurance policy. Employees are advised not to leave valuable personal belongings in Nursery vehicles and where they transport such belongings in the vehicle to ensure that their household insurance provides adequate cover in case of loss or damage.

Driving Licence

All employees required to drive on behalf of the Nursery will have their driving licence physically checked at commencement of employment and a copy will be retained at head office. From time to time the Nursery may also undertake ad-hoc checks of driving licences. Employees over the age of 25 are only permitted to drive Nursery vehicles.

Drivers should at all times carry their driving licence whilst driving a Nursery vehicle and it should be available for inspection by the Nursery on request. Where any question arises as to the validity of an employee's license, they will not be permitted to drive any Nursery vehicle until the validity of the license is established. In such circumstances where an employee fails to

produce his/her driving licence for inspection by the Nursery he/she may be suspended without pay until the validity of the licence is established.

Employees who are supplied with, or are required to drive any Nursery vehicle, are obliged to hold a current driving licence for the type of vehicle and are required to inform the Nursery **immediately** of any endorsement, penalty points, fines, ban from driving or any other situation which affects, or may affect, the status of their driving licence.

An employee being prosecuted or convicted of a driving offence, which results in disqualification for any period, and where the holding of a licence is an essential requirement of the job, will normally result in the employee's dismissal. However, each case will be treated on its individual merits.

Driving & Mobile Phones

Where the vehicle in which the employee is travelling on behalf of the Nursery is equipped with a properly installed "Hands-Free Kit" which holds the mobile phone in a cradle, or is fitted with "Blue Tooth" technology it is legal to make and receive calls, provided that doing so does not prevent the driver from exercising due care and attention to their driving and the traffic laws.

Where the vehicle is **not equipped** with the required "Hands-Free Kit" or "Blue Tooth" technology, employees who travel on behalf of the Nursery, whether in a Nursery vehicle or his/her private vehicle, and regardless of whether it is a personal mobile phone or a Nursery-supplied mobile phone, must comply with the rules below.

It is a criminal offence to use or cause a person to use a hand-held mobile phone whilst driving a vehicle. Driving a vehicle also covers a situation where the vehicle is stationary in traffic and has the engine running. Employees are advised to switch mobile phones on to the messaging service before commencing a journey and, on longer journeys, to park safely at convenient points during the trip to check for messages and make calls.

Drivers of vehicles must not make or receive calls/text messages on a mobile telephone whilst driving. Whilst making or receiving calls/text messages the vehicle must be safely parked, and where necessary with hazard lights flashing, having due regard to road traffic legislation and/or prevailing traffic conditions.

Fines or Fixed Penalty Notices

Traffic signals speed, parking restrictions or laws must be obeyed. The Nursery will not be responsible for any subsequent fines or penalties imposed on persons in its employ for failure to comply with the same.

The driver is responsible for the payment of fines or fixed penalty notices. The Nursery reserves the right to make a deduction from wages equivalent to total amount of any fine or fixed penalty notice plus additional costs incurred where they are not paid immediately, or not paid at all by the driver. This is an express written term of the contract of employment and the employee agrees to such a deduction.

Parking Charges

Where necessary, the Nursery will pay parking charges incurred whilst a Nursery vehicle is being used on business. The employee is required to produce a receipt for such parking charges. The Nursery will not accept responsibility for charges incurred whilst parking illegally or for parking in clamping zones.

Fitness for Driving

If at any time during the period of employment as a driver, the employee is diagnosed with a medical condition of such a nature that it may influence or impact on his/her ability to perform

driving duties to the highest standard, the employee must report this immediately to management. Any employee failing to do so may render him/herself liable for disciplinary action.

Law Enforcement

Drivers of Nursery vehicles are responsible for ensuring that they are in roadworthy condition, that traffic signals, speed and parking restrictions or laws are obeyed. The Nursery will not be liable for any subsequent fines or penalties imposed on persons in its employ for a failure to comply with any of the above.

In any of the above circumstances where the Nursery is held liable by prosecution and which results in fine against the Nursery, if it is proven that the employee involved has failed to comply with the above requirements, the Nursery reserves the right to make a deduction from wages not exceeding the total amount of the fine. This is an express written term of the employee's contract of employment.

Any breach of these rules may also render an employee liable to disciplinary action.

Speed and/or Police Cameras

Where the Nursery receives notification that the driver who was allocated a vehicle has been photographed by a speed or other police camera, the allocated driver will be deemed to have been driving at the time of the incident. Any speed fines/prosecutions will be directed to the driver of the vehicle at the time of the offence. The Nursery reserves the right to make a deduction from wages not exceeding the total amount of any fine or penalty notice plus any additional costs incurred where they are not paid by the driver. This is an express written term of the contract of employment and the employee agrees to such a deduction.

Drivers Hours and Breaks

Drivers are required to ensure that breaks are taken in accordance with current EU Driver Hours Regulations and also to comply with the rule on working time as laid out in the Road Transport (working time) regulations. If the employee is in any doubt about his/her obligations details are available from management.

Valid Vehicle Tax and MOT Certificate

It is the responsibility of the driver to ensure that they have a valid MOT certificate and valid vehicle tax. The driver must also ensure that both documents are readily available if asked to provide it by an authorised officer.

If for any reason a driver's vehicle does not have both of these requirements, it must be reported to the office immediately.

Use of Vehicles

Vehicles must only be used for the transportation of Nursery children, employees, property or materials. Nursery vehicles are only for use during working hours, unless agreed otherwise by management.

ACCIDENT PROCEDURE

There are certain specific demands made upon drivers and employers whose vehicles are involved in road accidents.

The Law - there are legal procedures that must be followed if an accident occurs.

The Insurers - insurers also need to be provided with factual information so that they may carry out his/her function in the best interest of all concerned.

Involvement in an Accident

The driver of a vehicle is "involved" in an accident if the accident occurs because of the presence

of that vehicle e.g. even though a driver may have parked and left a vehicle, and may not therefore be inside the vehicle, he/she could still be involved.

An accident is said to occur if:

- Damage is caused to another vehicle
- Damage is caused to property on or adjacent to the road
- Injury is caused to a person other than the driver of the vehicle
- Damage or injury is caused to certain specified animals (excluding those being carried on the vehicle). These animals are: horses, cattle, ass, mule, sheep, pig, goat and dog.

General Procedure

When an accident occurs, there is a procedure that must be followed which is designed to protect those parties that might otherwise be incriminated.

At the Scene - With any accident, employees must:

- Stop
- If asked by any person having reasonable grounds, give: your name and address, the name and address of the vehicle owner and the vehicle registration number.

Reporting to the Nursery – if an employee has an accident, no matter how trivial, he/she must report the incident to his/her line manager as soon as possible.

Reporting to the Police - If the particulars were not given at the scene, the employee must report the accident at a Police Station or to a Police Officer as soon as possible, and in any case, within 24 hours. The Police may demand a statement and the employee should courteously decline to give anything more than the statutory details, pending advice from management.

Penalty - The penalty for failing to stop after an accident or failing to report an accident is, on summary conviction from £100 and up to six months' imprisonment and 5-10 Penalty Points. For failure to give particulars following an accident, a driver is liable to immediate arrest and subject to penalties as above.

Personal Injury

At the Scene - If an accident involves the death or injury to a person other than the employee, he/she must comply with the conditions laid down in "**General Procedure**" and in addition advise that the Certificate of Insurance is held at Head Office.

ACCIDENT REPORTS

The law requires drivers to give certain basic particulars such as names and addresses, vehicle registration numbers etc., and these must also appear on the accident report provided by either the employer or the insurers. In order to help accident investigators determine the cause, blame and whether legal advice is necessary, accident report forms usually comprise of the following sections:

- Other vehicles details
- Own vehicles details
- General details
- Statement of occurrence
- Sketch

To assist drivers in completing them (which must be on the day of the accident) the following checklist should be referred to:

Other Vehicles Details

- Nature of damage

- Evidence of old damage
- Passenger injury (including driver)
- Type of vehicle
- Left or right hand drive
- Deficiencies or defects (e.g. faulty lights)
- Condition of tyres
- Approximate speed on approach and impact
- The signals given
- Any warning given

Own Vehicle Details

- Nature of damage
- Passenger and crew injury
- Speed on approach and impact
- Signals or warnings given

General Details

- Weather conditions at time of accident
- Road surface
- Precise date, time and location of accident - road/street names, numbers
- Street lighting - whether present and whether lit or not
- Amount of traffic
- Witnesses' names and addresses
- Injured persons - visible or complained of injury and action
- Animals hurt
- Other property damages - names and addresses of owners if known
- Insurance particulars of other driver and whether certificate seen
- Name and number of Police Officers if present

The Sketch

This should be simple and not necessarily to scale, although dimensions should be clearly marked.

- Road layout and all widths
- Position of vehicles on impact
- Position of vehicles before and after impact with direction of travel
- Position and length of all skid marks
- Islands, obstructions etc.
- Street names or road numbers (if appropriate)
- Village/Town names, distances and directions
- White lines/studs in roadway
- Warning signals, traffic signals, pedestrian crossings

Statement of Occurrence

This should be brief and factual, yet comprehensive.

Conclusions

Failure to comply with legal requirements could result in both the Nursery and the driver being liable to prosecution, and where, after investigation, it is proven the driver failed to comply with

legal and/or Nursery rules and procedures he/she may be subject to disciplinary action, which could include dismissal.

ACCIDENT DAMAGE LIABILITY

The Nursery has the right to deduct from the employee's wages any damage to vehicles, stock or property (including non-statutory safety equipment) that is as a proven result of the employee's carelessness, negligence or deliberate vandalism. These acts or omissions will or may render the employee liable to pay the full cost of the repair or replacement.

The Nursery will notify the employee of the cost of repair/replacement in writing. If the employee is unable to pay the full cost of the repair/replacement they agree and understands that the Nursery has the right to make a deduction from their wages/salary equivalent to the cost of the repair/replacement. Where a deduction from wages/salary is to be made the employee will be informed one month prior to the commencement of deduction, which shall be done in accordance with statutory requirements.

Where a driver has two or more accidents in a calendar year the Nursery reserves the right to invoke the Disciplinary Procedure with a view to termination of the employment contract. However, each case will be judged on the individual merits of the incidents involved.

VEHICLE CARE & MAINTENANCE

Vehicle Roadworthiness

It is the driver's responsibility, as far as reasonably practical, to check his/her vehicle on a daily basis, to ensure that his/her vehicle is in a roadworthy condition. A vehicle daily checklist must be completed at the start of each day before driving commences. Any defects found should be recorded on the checklist and a copy presented to the office in order that rectification work may be carried out. Vehicle daily check books can be obtained from the office. At the end of each week all completed checklists must be handed into the office regardless of whether defects have been found or not.

Failure to complete daily vehicle inspection checklists may render the employee liable for disciplinary action in accordance with the Nursery's disciplinary rules and procedures.

Vehicle Check procedures

To assist the Nursery in ensuring that all vehicles are in a roadworthy condition, drivers of vehicles are **obliged** to carry out the following checks and procedures and must report any defect to Management:-

Weekly Checks:

- Tyre tread, inflation and damage (visual check)
- Oil and water level (dip check)
- Radiator coolant level
- Mirrors (check for damage and align as required)
- Operation of windscreen wipers and washers (visual and operational)
- Operation of all lights
- Operation of horn
- Note any damage to bodywork not already reported
- Ensure wheel nuts are tight

Vehicle Fuel & Fuel Cards

Any receipt for purchase of fuel required for business use, must be retained and given to the Nursery. Where fuel cards are normally issued for the refuelling of Nursery vehicles as such must be used only to refuel Nursery vehicles. The purchase of fuel using Nursery cards for non-Nursery owned vehicles is only permitted with prior authorisation from management. Weekly fuel card usage reports are regularly inspected to ensure compliance. Fuel may only be purchased from approved suppliers (a list of which is available from the office) and, where possible, bunker sites should be used. Full details including vehicle registration and mileage must be given to the attendant at the time of fuel purchase. Fuel cards must only be used in accordance with the terms and conditions of issue. Should an employee lose or damage his/her fuel card the employee should report this to the office immediately.

The Nursery reserves the right to introduce such other rules, controls or documentation for recording fuel usage as it deems appropriate and the employee will be required to comply such rules and/or controls and to keep or complete such documentation.

Cleanliness of Vehicles

Nursery vehicles are required to be kept clean, inside and out. Drivers are reminded that **smoking is not permitted** in Nursery vehicles. Any fines incurred for smoking offences will be paid for by the offender and not the Nursery.

Breakdown Procedure

Should an employee require assistance due to a breakdown he/she must: -

In cases of breakdown whilst on a journey during working hours contact his/her Line Manager immediately.

Unattended Vehicle

If the vehicle is left unattended at any time, the ignition keys must be removed and the vehicle locked. Any employee in breach of this rule will render him/herself liable for appropriate disciplinary action.

If the vehicle is stolen or broken into

If the vehicle is stolen or broken into the driver must inform the police without delay giving full details of the time and place of the theft. The police will give the driver a "crime number" for future reference. The Nursery should also be notified of the theft and the "crime number" without delay.

Use of Employee's own Vehicles on Nursery Business

Employees who are required to use his/her private car on Nursery business must, at his/her own expense, ensure that he/she has adequate insurance cover for such use.

The Nursery will reimburse the employee for the approved mileage at agreed rates. Details of the current rate payable can be obtained from the immediate supervisor.

All mileage claims must be submitted to the relevant manager/director for approval and signature before payment can be made.