

First Steps (Bath)

TERMS AND CONDITIONS OF EMPLOYMENT FOR BANK STAFF

April 2023

The following terms and conditions apply to all staff employed by First Steps

1. Pay

- 1.1. First Steps published pay scale is used for all permanent appointments.
- 1.2. The Trustee Board will decide an appropriate level of any cost-of-living increase to its pay scale, annually, for implementation normally with effect from 1st April of that year.
- 1.3. Staff will normally be appointed on the lowest point of the pay scale unless they are employed to take on designated additional responsibilities.
- 1.4. Following a full year's employment with First Steps, subject to a satisfactory annual appraisal, annual increments will be payable on the 1st April each year, until the maximum for the grade is reached
- 1.5. Salaries are paid (after deductions for tax, NI etc.) monthly from the 1st the end of the month on the last business day of each month, by credit transfer to the employee's nominated account.
- 1.6. First Steps will be entitled at any time during your employment and in any event when your employment ends to deduct from any other sums owed to you by First Steps (Bath) (or paid to you on the termination of your employment including but not limited to any payment in lieu of notice made to you) any monies from you including, but not limited to;
 - Outstanding loans
 - Advances
 - Overpayment of wages
 - Cost of repairing damage or loss to property caused by you
 - Cost of any training & development courses provided to you by First Steps (Bath) in the last 6 months
 - First Steps childcare fees.

2. Working hours

- 2.1. The standard working week is 37½ hours.
- 2.2. The standard working day is 7½ hours (excluding ½ hour lunch break – see 3.1)
- 2.3. The hours will normally be worked at agreed times between 7.45 a.m. and 6.15 p.m. Monday to Friday, but evening or weekend work may be required on occasions
- 2.4. Bank staff work irregular hours at times and days as requested by the service manager but will not be more than the maximum working week.

3. Meals and breaks

- 3.1. All staff working more than 6 hours **must** take an unpaid lunch break within their working period (i.e. not at the beginning or end of their working hours). Staff working six hours or less may take an unpaid lunch break if they wish to do so, with the agreement of their line manager.

- 3.2. The standard lunch break is 30 minutes. Staff who wish to have a longer (or exceptionally, shorter, subject to the statutory minimum of 20 minutes) unpaid lunch break may do so with the agreement of their line manager.
- 3.3. All staff working four hours or more may take a short (10 minutes) break within their working time, and staff working seven hours or more may take two short (10 minutes) breaks – one before lunch and one after lunch. As these breaks are in paid working time the following conditions apply:
- The timing of the break is at the manager's discretion
 - A break must be taken within the half day to which it relates. It cannot be carried over, accumulated, or added to lunch time or any other breaks
 - Staff must remain on (or at the perimeter of) the premises, to enable them to be recalled to work in an emergency
 - Exceptionally (e.g., in extreme staff shortages) it may not be possible for breaks to be given
- Staff can buy a cooked lunch at First Steps services provided they have ordered it from the Meal Service. Lunches ordered must be recorded and payment will be collected through payroll the following month.
- 3.4. Staff will not be charged for tea, coffee or squash consumed at work.
- 3.5. Staff may apply for free meals through the same application process as other parents.

4. Expenses and uniform

- 4.1. Necessary expenses incurred in the course of work, e.g., fares, mileage, parking etc. may be claimed on the appropriate form with receipts attached, at HMRC rates.
- 4.2. Staff wishing to claim mileage must have insurance cover for business use
- 4.3. The expenditure must be authorised by the line manager in advance and must be claimed by the end of the month after the expense was incurred. Reimbursement will be made monthly as an addition to pay.
- 4.4. The first two items of uniform will be provided free to bank staff – additional items will be charged at cost. After a year's service one free replacement item of uniform will be provided to bank staff each April at the manager's discretion.

5. Annual leave

- 5.1. Bank staff are entitled to 5.6 weeks paid holiday.
- 5.2. The actual amount paid will be based on earnings from the previous 52 working weeks or the number of weeks worked if less. This calculation will be redone at the beginning of every paid holiday period
- 5.3. Bank staff need to request paid holiday or unpaid holiday for non-working periods by the 20th of each month (or 15th in December). Paid holiday needs to be taken as whole weeks.
- 5.4. The 5.6 weeks paid holiday will need to be taken within the year 1st April to 31st March.
- 5.5. If the staff member leaves mid-year the balance of holiday will be paid in the final pay.

6. Staff Lateness

- 6.1 Employees should report to their line Manager or most Senior staff member on site if they are going to be late, this should be done as soon as possible via telephone and then in person when they arrive on site.
- 6.2 Staff lateness will be managed through the 'Staff Attendance Policy'

7. Sick leave

- 7.1. Bank staff who are ill must phone in to the service manager to whom they are assigned to work, at least ½ an hour before the time they are due to start work (or before 9am, whichever is the earliest) and on each subsequent day, if on the rota to work. (Please note that Environmental Health require that staff who have had sickness and/or diarrhoea are not permitted to handle food for 48 hours after their last episode)
- 7.2. Bank staff may be entitled to Statutory Sick Pay in accordance with current regulations.

8. Team Meetings and Staff Training (Inset) days

- 8.1 Bank staff may be invited to attend team meetings and First Steps staff training days.
- 8.2 Bank staff will be paid when requested to attend team meetings or staff training days. They may also claim childcare costs with a registered childcare provider, on production of a receipt.
- 8.3 Bank staff may also need to attend other training courses as required by the service and as part of their own professional development. This will be agreed with their line manager as part of their supervision.
- 8.4 Bank staff are required to attend Safeguarding Training as an essential part of their job.

9. Staff childcare places

- 9.1 Bank staff who require childcare places to enable them to work will be given priority for a place by First Steps (Bath).
- 9.2 Bank staff children will be accepted, though staff are expected to work in a different setting or room than their child wherever possible.
- 9.3 Flexibility of provision will be offered to staff when occupancy permits, where staffing is short – e.g., to increase their place in order to work additional hours, or to have different session times when their child is settling into school. In order to allow Managers to plan staffing around busy times staff children may on occasions be allowed to attend for sessions outside normal sessions.
- 9.4 Staff childcare discount of 50% is available for one named child only, for a child who the staff member is the parent or legal guardian up to a maximum of 37.5 hours per week. Bank staff are required to work a minimum of 10 hours a month to qualify failure to work the 10 hours will result in the discount being removed for that month. If a staff member is off on long-term sick for more than a 4-week period the discount will be removed from week 5, this does not form part of statutory rights. Staff who go on maternity leave will continue to receive this discount for the period of maternity leave. There is no qualifying period for this discount. The discount does not apply to meals or resources charge if applicable or any other charges.
- 9.5 Payment for childcare will be through deductions from pay – this has the effect of an employer childcare voucher scheme – i.e., the fees are exempt from tax. The exception to this is if the deduction means the employee earnings reduce to below the National Living Wage or their weekly earnings after the deduction mean the earnings fall below the Lower Earnings Limit.
- 9.6 Bank staff will be supported to claim their full entitlements through Working Tax Credit or other benefits.
- 9.7 Bank staff may apply for a subsidised meal through the same application process as other parents

9.8 Bank staff who work regular hours over several weeks will be offered a fixed term contract

10. Policies and Procedures

10.1 Bank staff are required to familiarise themselves with and adhere to First Steps policies and procedures currently in force and contained within the staff handbook as part of the induction process. These include:

Personnel policies

- Staff Employment policy and procedure
- Code of conduct for staff
- Grievance procedure
- Disciplinary procedure

Operational policies

- Safeguarding & Child Protection policy and procedure
- Equal opportunities and Anti-Discrimination policy and procedure
- Fire alarm and evacuation procedure
- Health and Safety policy and procedure
- Confidentiality policy and procedure
- Complaint's procedure
- Environmental Sustainability policy
- Storage and disposal of records procedure
- Induction of students or volunteers, policy and procedure

11. Notice Periods

11.1 The notice required from bank staff leaving First Steps (Bath) is 1 calendar month.

11.2 *Bank staff who are not available for work for more than 4-week period (except paid holidays) will be taken off payroll.*

12. Disclosure Barring Service

12.1 All staff are required to have a Disclosure Barring check

- A copy of the DBS must be held on their HR file
- On receipt of a new DBS staff must sign up to the update service which will allow First Steps to complete checks annually during employment (Appendix 1DSB Consent Form), the cost of which can be reclaimed through expenses.

Approved by the Board of Trustees, 21st January 2014

Last updated: 28/02/2014

By: Roz Lambert, Chief Executive, First Steps (Bath)

Updated by SMT November 2015

Updated by SMT November 2016

Reviewed by Trustees February 2018

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