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Introduction

An employee handbook is a useful way for employers to welcome new employees and provide all employees with information on policies, procedures and guidelines. *The New Early Years Employee Handbook* has been written in a clear and easy-to-use format to save you time and ensure important information is consistently communicated to all employees.

All sections of the handbook are available to download from the Alliance website as Microsoft Word documents, using the access code emailed at the time of purchase. This allows you to review and customise the content to suit your needs, including adding your setting's name and logo to the header of each section. You will also need to check the text provided within brackets e.g. [and], as this is likely to differ according to each setting's structure and policies. In some cases, we have provided several options. You may also wish to remove some sections or add ones of your own.

It is recommended that you review the contents regularly (and at least annually) to ensure all sections are kept up-to-date. To ensure employees follow the latest version you can enter the date of any revisions in the footer of each page.

Providing employees with their own copy of the handbook should be a part of their induction, advising them who to contact if they have any queries. Members of the Alliance can contact Law-call for further guidance on implementing these policies.

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

Whistleblowing

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

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