



STAFF BENEFITS POLICY

POLICY STATEMENT AND AIMS

York Childcare values the talent, contribution and achievements of every member of the organisation. We aim to acknowledge this through:

- a culture of recognition, which underpins the ethos of the organisation
- a series of core benefits
- the opportunity for ongoing skills development and, where possible, career progression within York Childcare

This policy also aims to support the attraction, retention and engagement of staff needed to promote the delivery of a high-quality childcare service. The policy upholds the principles of equity and complies with all legal and fiscal requirements; it aims to be as simple as possible and to minimise levels of bureaucracy.

A CULTURE OF RECOGNITION

York Childcare aims to be clear, systematic and transparent about what people are paid for, and why. An agreed salary structure exists, and salary rates are reviewed annually by Trustees. Structural reviews are undertaken from time-to-time to reflect changes to job roles and responsibilities, changes in legislation and to reflect changes to achieve 'best practice' within the early years sector.

Whether a member of staff is employed on a full-time or part-time arrangement, or contracted on a supply basis, York Childcare aims to foster a culture of appreciation in its attempt to reinforce organisational values, behaviours and operating principles. We foster a spirit of "one for all and all for one"; this may simply involve saying thank you verbally or in writing, or, for example at Christmas through the provision of a team breakfast or lunch. To reflect this, at an organisational level, all members of staff are awarded an extra day of annual leave upon reaching 5, 10 and 15 years of service.

In addition, York Childcare is keen to recognise outstanding contribution, effort and achievement made by individuals and by teams; this is done through an employee of the month initiative (per nursery setting), and an annual awards celebration which includes manager, peer and parent awards per nursery, and organisation-wide.

STAFF BENEFITS

The core benefits available to all employees are outlined below. Benefits marked with * are available to York Childcare supply staff:

- 20 days paid holiday pro rata (see Holidays Policy for full details)
- 20 days paid company sick leave pro rata (see Sickness Policy for full details)
- Additional paid annual leave (max 3 days) for length of service with YC (see Holidays Policy for full details)

- Additional paid time off in between Christmas and New Year when nurseries are closed
- Employer contributions into a pension fund (see Pensions Policy for full details) *
- Annual flu vaccine and flexibility to attend routine health screening tests *
- Company membership of various organisations and subscriptions to professional magazines
- The provision of tea, coffee and squash for staff whilst at work, as well as an optional lunch *
- Access to training FOC including First Aid, Food Safety, Moving and Lifting, Safeguarding, plus many other sessions based around children's care, learning and development (see CPD Policy for full details) *
- Subscription to Sovereign Health, an employee assistance programme which offers discounted medical treatment and a confidential employee helpline *
- Certificates and letters of recognition, for example on attainment of qualifications *
- Contribution towards a staff Christmas party *
- Provision of a paid staff uniform *
- Access to a Salary Sacrifice Scheme; this enables you to exchange part of your salary for a non-cash benefit such as Childcare Vouchers (contact the HR Coordinator for full details)

SKILLS AND CAREER DEVELOPMENT

Full details are outlined on the York Childcare [CPD Policy](#), however these include:

- Access to online courses, for example provided by the NDNA and Flick Learning
- A broad range of training opportunities, some of which may be fully funded with paid weekly study leave.
- Longer term options to gain a recognised qualification (see CPD Policy for full details)
- Opportunities to develop a 'specialism' such as becoming Health & Safety representative or Special Educational Needs Co-ordinator for a York Childcare setting through the Additional Responsibilities scheme