**Principle**

The purpose of this policy is to ensure the appropriate employment processes are known and adhered to throughout. This is to ensure consistency and fairness throughout the setting.

**Policy**

The setting has implemented this policy to ensure management team members and staff have the appropriate authority to exercise powers and carry out certain actions for which they are accountable.

The whole management team is responsible as the employer of the staff within the setting.

**Procedure**

To ensure this, we have encompassed general employment terms and conditions, these include:

**General Obligations**

Staff are required to devote the whole of their time and attention during working hours to their duties. Staff members must not, without consent of the management team, directly engage in, be concerned with or have interest in any activities of a similar nature or with other private business ventures or activities.

The management team recognises that everyone has the right to conduct his/her private life according to his/her own conscience, but staff should conform to standards of behaviour that will not bring the setting into disrepute.

**Outside Commitments**

An employee will advise their line manager in writing if she/he is invited to partake in additional activities, eg training course, or other such commitment run by an outside organisation. The situation will be assessed in relation to the current needs of the setting if it is agreed that there will be no conflict.

Only such commitments as above undertaken on behalf of and approved in writing by the line manager will be regarded as part of normal working hours and will be separately identified on timesheets and diary. Any remuneration payable for such approved commitments must be remitted directly to the setting.

**Entry to Little Buds Playgroup Premises**

Employees are not allowed on the premises except during their normal working hours, unless prior permission has been sought and is given by the management team.

**Personal Property**

Little Buds Playgroup cannot accept responsibility for loss or damage to an employee’s personal property whilst on the premises. Any personal property lost or found should be reported to the management team immediately.

**Collections and Clubs**

No collection should be made or club formed without seeking and obtaining prior permission from the management team. The distribution of bills, literature or advertising material is strictly forbidden.

**Personal Telephone Calls**

The setting’s telephone may be used by employees only in cases of emergency.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it

remains fit for purpose.

This policy was adopted by Little Buds Playgroup management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………