

# Err for level 2 childcare

[Family](#), [Children](#)



Task A All \* to research employment laws on goggle \* to contact a law firm \* To visit business link online and to search for employment laws. Aii a) \* Time off & holidays \* pay \* working hours b) \* Employment rights \*Health& safety \*Discrimination& equalities Aiii, employment laws exist to provide protection for the employee and for the employer. Task B Bi, The terms and conditions of my employment are: the date in which I commenced my employment. My job title, this explains what my title is and has a brief description of what my roles will be.

My place of work, this explains where my main place of work will be and that I may be needed in other branches. It also explains that I will be given a months notice if my place of work changes. My salary, this explains what my hourly rate will be and how it will be paid into my account. It also states that my salary will be reviewed each year and that I will be notified in writing if there is any change to my pay. My hours of work, this explain what my hours of work will be and what I am required to work each week.

This also tells me when my hours are i. e. times and days. It also states that I am required to work additional hour's holiday & holiday pay. This gives a brief explanation of when the holiday year begins and ends. When holiday can and cannot be taken. It also states that on the termination of my employment during a holiday year I will be entitled to holiday pay in lieu if it is outstanding. Trial periods/notice. This explains when my trial is and for how long and that it will be reviewed at the end of the trial period.

It also explains that the company can extend the trial period and can dismiss you is they feel you are not capable of doing your job. They will give one weeks notice within the trial period of dismissal or extension of the trial.

During the trial period or extension of this employees are not entitled to holiday. sickness and unavoidable absence, this section explains that if you are unable to attend work for any reason and it has not been authorised by the company you need to contact your line manager by a certain time and you must speak with them as you cannot leave a message.

If you are unable to attend work for more that 7 days which includes weekends then you must provide a medical certificate, after the 8th day of sickness a medical note must be provided to the company on a weekly basis. Sick pay. this section explains that if you are absent from work due to sickness or injury that you will not be entitled to sick pay unless you have paid national insurance then statutory sick pay is entitled. It is also saying that if you qualify for statutory sick pay that this will be paid in accordance with the provisions of the social security contributions and benefits act 1992. pensions.

This gives a brief explanation that there is no pension's scheme applicable. Termination of employment, in this section it is briefly explaining that the period of notice will be given to me in writing. The period of notice will change depending on how long I have been working for the company. It is also explaining that if I wish to terminate my contract that it must be in writing and that the minimum notice period is a month, which does not include holidays. Company policies and procedures, this section explains that I will comply with the companies policies and procedures and those copies have been made available. raining, this section explains that all employees are expected to train to the level of their job role, and need to hold several certificates within the first 6 months of employment. confidentiality, in this

section it explains that I shall not during or after my employment disclose any information about the company or its clients. Deductions from salary, this explains that the company reserves the right to reclaim monies from overpayment, holiday pay, or costs incurred for failure to attend training. It states that this will be deducted from salary payments or if the employee has left will be asked for payments in cheque or cash. Changes to your terms or employment, this explains that the company reserves the right to make any changes to the terms and conditions of employment and that no less than one month's notice will be given of any changes. Grievance procedure, this explains that if I have a grievance relating to my employment that I should raise this is writing in accordance to the grievance procedure. Disciplinary & dismissal procedures. This explains that any disciplinary action relating to employment or dismissal procedure will be handled in accordance with the correct procedure.

Bii, the information which needs to be shown on my pay slip is: \* the company's name, \* The department or branch that I work in. \* the payment method \* payment period \* the description i. e. basic pay \* the amount of hours \* the hourly rate \* the amount I have been paid \* the amount of tax that I have paid for that week/month \* the amount of national insurance I have paid for that week/month \* the total gross pay TD \* gross for tax TD \* tax paid TD \* Earnings for national insurance to date \* national insurance to date the earnings for that week/month for national insurance \* the gross for tax for that week/month \* total gross pay for that week/month \* National insurance number. \* net pay \* The week/ month number that it is. \* the date \* your tax code \* your employee number \* employee name Biii \* change of

your name i. e. getting married \* Change of address. Biv, stage 1 If an employee has a formal grievance then they should produce this complaint in writing addressed to their supervisor. If their complaint is against their supervisor they should then address it to a manager.

A manager will then organise a meeting within 5 working days of the complaint, with the employee to discuss their grievance. The employee has the right to bring with them to the meeting a colleague. The colleague chosen to accompany will be able to take paid time off for this meeting. The employee with the complaint must take all steps to attend this meeting. The company will then respond to the grievance as soon as possible normally within 5 working days of the meeting. If it is not possible to respond within the 5 working days the employee will be notified of the delay and told when the response will be.

The employee will then be told in writing of the company's decision and of the employee's right to appeal against this. Stage 2 If the employee with the grievance is not satisfied with the company's decision they can appeal in writing to the manager within 5 working days of the company's decision. When the employee has received the appeal letter a chairperson will make plans to hear the employee's grievance at an appeal meeting. The employee may be accompanied by a colleague of their choice as in the perilous meeting. Again the employee must take all steps to attend this appeal meeting.

As in step 1 the company will respond as quickly as they can to get the matter resolved. If there is as delay it employee will be informed in writing. In the grievance procedure this is the final stage and the company's decision

will be final and cannot be raised again. By the agreed ways of working with my employer in relation to data protection are: I have signed my contract to say that I will not share any information about the company's employees or the clients, and that I am aware of the implications of the data protection act 1998 as it affects my roles and responsibilities within the company.

I have been given a copy of the grievance procedure and understand this fully. I have also signed in my contract to say that I understand the procedure. I have read through the complaints procedure as it is explaining about conflict management, which I fully understand. By working with my employer I can help to resolve any complaints by following this procedure. I have read the dealing with racial harassment policy which outlines discrimination against anyone on the grounds of race, colour, nationality or ethnicity. I have also read through the equality; diversity policy.

By reading through these policies I can help my colleagues deal with any situation, I now also know the correct procedure in dealing with any discrimination situation. I have read through the health and safety policy and fully understand it. By having this knowledge I now know what to do when any health or safety issues arise. I now know how to deal with them and what the correct procedure is in respect of documenting the issue. I have read through the confidentiality policy and fully understand that that the information used on our clients will only be used for their welfare and will not be passed onto anyone else.

By having this knowledge I can help to keep our clients information's confidential. I have read through the whistle blowing policy ~; procedure and understand that it is important to raise any issues that are whistle blowing to

management so that the issue can be dealt with quickly to ensure the safety of our employees and clients. By having this knowledge I now know the correct procedure to raise any issues or concerns that relates to the company. BVi My role contributes to the overall delivery of the service provided by assisting with planning, preparing and delivering play opportunities within a safeenvironment.

Providing care, collection and delivery of children. Providing drinks and snacks and making sure that hygiene and health and safety procedures are met. Giving first aid when required. Asking the children and inviting them to help with activity planning. Also going to appropriate and relevant training courses to help with any issues. To keep the place of work healthy safe and secure. BVii a) By following best practice within my work role I can set a good example to less experienced employees and to the clients.

By showing best practice I can create confidence within the setting to ensure that clients continue to come back to us. b) By not carrying out the requirements of my role I could damage the service that the company provides. If a client were to see me not carrying out the requirements it would leave a bad impression on the company and result to the client leaving. It could also teach less experienced employees that this is acceptable behaviour and they could then follow suit and the quality of the service would be non existent. BViii

My own work must be influenced by national factors because it is the agreed way of working. The government has set up different national factors to help us to provide a safer and happier learning environment and this should be followed in every workplace. Bix a) OFSTEAD ; Social Services b) Ofsted's

role is to make sure that all childcare providers meet the requirements of the EYFS ( early year's foundation stage). Ofsted also make sure that the childcare providers are protecting children, help children to be healthy safe and enjoy and achieve, make positive contributions and develop key skills. To promote high quality care, learning and development and to reassure parents. Social Services role is to provide advice and emotional support and to arrange care services to help people, this could be parents and children under pressure. people with physical or learning disabilities and people with mental health problems. Task C to be able to work as a play worker I need to train in First Aid, Child Protection, Food & hygiene, Health & safety, Manual Handling. I will also need to complete my N. V. Q level 2 certificates for the children and young people's workforce. once I have completed this I would like to continue to work towards my N. V. Q level 3. once I have completed my level 3 I would like to work towards becoming a play leader within my branch. I would also like to work towards becoming a classroom assistant and looking for the correct qualifications to do this. I will need to be level 2 certificates for teacher assistants. there is a wide range of different certificates to choose from and I can also work towards level 3. which I would like to do. once I have gained these qualifications I can then branch out to work with children that have disabilities. I think that this would be something that I would like to do. Task D The issue raised is: are children safe at nursery? the case that I am going to look at is when a three year old girl was attacked at her nursery by a two year old. the little girl was taken to hospital with a suspected broken eye socket. the police were called to investigate the attack but could not proceed as the child was below the legal criminal age,



which is ten in this country. The adults that were supervising the children six of the eight staff was in a separate room drinking tea and chatting. The staff knew that this child had attacked other children before and had left her unattended. The negative points of view in this case are that if the child were to continue to attack children then why the parents weren't notified. Also why weren't the children's parents giving a warning. If this child continued to misbehave why didn't the nursery staff expel the child? Why wasn't the nursery staff there to oversee the children and make sure that they were playing safely? The other points are that the child is only two, therefore is not aware of their actions and how it could hurt someone. I think that with this case there are several other cases that are similar. I think that people within the childcare service need to be fully qualified to deal with children that have bad tempers and are badly behaved. That staff should be watching the children of a young age at all times. I think that people's opinions are affected once a negative story has been brought to attention. People are not going to want to put their children into care at this nursery because this could happen to their children. The fact that the staff was also not doing their jobs properly will bring a negative vibe to the nursery and parents will not want to leave their children in the nursery's care. I think that people are persuaded by negative stories rather than positive. People will be able to remember the negative things rather than the positive which is why doing everything right is good as it sets a positive example of the place of work.