



NYHR Key Updates September 2018

NYHR Advisory service

The NYHR Advisory service operates as a hotline with **desk based staff** available to take queries during office hours. It is your point of contact for queries relating to the interpretation of HR policies, procedures and statutory staffing related documents, including terms and conditions. For more information about our services contact [Susan McGinn](#) or [Harry Rashid](#).

Clients' also have a **team of Advisers** who are your key contacts for casework and HR Support who **work flexibly across the County**. All HR Advisers and Senior HR Advisers are managed by our Principal Advisers, [Mairi Reed](#), [Harry Rashid](#) and [Julie Boucher](#). The HR Advisory Service is overseen by [Penny Yeadon](#) as Head of HR.



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Good to know – Importance of Return to Work Meetings

Return to work meetings are a crucial part of the attendance management process which are often missed. The purpose of the meeting is to **welcome the person back to work**, to **ensure the employee is well enough to be back** as well as determining what the employee and setting can do to **help the employee maintain good attendance** at work in future. However, there are also other benefits which could have a positive impact on the amount of absences in the setting in the future.

The meeting gives the employee a **forum to talk to the manager** about any problems and in turn it gives the manager a chance to **'nip any problems in the bud'** which can have a really positive impact on peoples work lives. It also provides the manager the opportunity to **outline their expectations** with regards to absences from work, inform staff if they are coming **close to hitting the triggers** and what the **consequences** of hitting the triggers could be. This reinforces to employees that attendance management is taken seriously and monitored. In time all these factors should **help to reduce absences** and a 10 minute return to work meeting could save you hours of time in further meetings and costly sick pay and supply staff bills.

Changes to Disqualification under the Childcare Act 2006

The DfE issued revised guidance in July 2018 regarding changes to the provisions around disqualification under the Childcare Act 2006 (the "Act") resulting in the **disqualification by association provision no longer applying in non-domestic childcare settings and schools**. The disqualification criteria will **continue to apply to employees working in relevant childcare within these settings**, but will now not apply to anyone living or working in the same household as those employees. The revised guidance took effect from 31st August, 2018.

Key action points for non-domestic childcare settings are:

- **Review all files** containing information on Disqualification under the Childcare Act 2006 and remove information, including any Ofsted waivers granted and risk assessments/file notes, which **relate specifically to the disqualification by association aspect**.
- Where staff have **previously completed self-declaration forms** which included a question about disqualification by association, then this section will need to be removed, even if it was nil return and no information provided by the employee.
- **Replace the self-declaration form** used as part of recruitment processes with an updated version.

Settings may wish to **review any arrangements which were put in place to safeguard children** as a result of a waiver and continue these if considered appropriate based on a risk assessment.

The revised DfE guidance is available [here](#).

To recap... Regulations made under the Act apply to settings where staff work **with under 5's or under 8's in before and after school settings**. The Regulations cover staff employed to work in or manage relevant childcare but also volunteers, casual staff, agency/supply staff, students and people undertaking work experience.

Whether a member of staff comes under the scope of the regulations depends on whether they are **providing, or managing, relevant childcare on a regular basis**. Relevant childcare is defined through the age of the pupils and when the care is provided.

Settings are required to determine who, within their setting, is covered by the Regulations. Staff such as caretakers, cleaners and admin staff are unlikely to come within scope as they are not directly providing relevant childcare. Committee members / Governors are also unlikely to come into scope unless directly providing childcare in the setting with a relevant age group.

NYHR Training

Our training courses provide **practical tools and guidance** to develop the skills, knowledge and confidence essential in managing staff. All our training courses are delivered in small groups creating an opportunity to **interact** with colleagues, **gain practical strategies** and **reflect** on current practice.

All of our courses can be booked online through your North Yorkshire Education Services account: www.nyeducationsservices.co.uk.

[Click here](#) to be directed to the **training portal**, to view:

- Featured articles,
- Featured Service,
- Latest news,

Customers can **view the full training catalogue** prior to logging in. The useful **search function** at the top right of the page allows you to search all content. After browsing events you will then be signposted to login/sign up as normal in order to book onto them.

| Code | Date | Name | Venue |
|--------------|-----------------------------|--|--|
| HR-0918-T001 | 17/10/2018 09:30 - 12:30 | Challenging Conversations and Managing Conflict | Evolution Business Centre, Northallerton |
| HR-1118-T001 | 22/11/2018 09:30 - 15:30 | Holding People to Account: Developing Performance & Capability | Evolution Business Centre, Northallerton |
| HR-0119-T001 | 31/01/2019 09:30 - 15:30 | How to succeed with common HR issues | Evolution Business Centre, Northallerton |
| HR-0219-T001 | 21/02/2019 09:30 - 12:30 | Challenging Conversations and Managing Conflict | Ripon Spa Hotel, Ripon |
| HR-0319-T001 | 07/03/2019 09:30 - 12:30 | Building Resilience and Managing stress | Ripon Spa Hotel, Ripon |
| HR-0419-T001 | 02/04/2019 09:30 - 15:30 | Holding People to Account: Developing Performance & Capability | Ripon Spa Hotel, Ripon |
| HR-0619-T001 | 20/06/2019 09:30 - 15:30 | How to succeed with common HR issues | Ripon Spa Hotel, Ripon |

North Yorkshire Safeguarding Children Board (NYSCB) training

The NYSCB provide a number of free and paid for courses for safeguarding children and young people. Courses are delivered in a variety of ways including e-learning or basic awareness training and face to face delivery.

Further information can be obtained from the NYSCB's website:

<http://www.safeguardingchildren.co.uk/learning-improvement/training-courses>