

Welcome to the Early Years HR key messages



Contact us

HR Advisory service

The HR Advisory service is our clients' point of contact for queries relating to the interpretation of HR policies, procedures and statutory staffing related documents, including terms and conditions, disciplinary, grievance, redundancy and restructuring, allegations against staff investigations. For more information about our services contact [Susan McGinn](#) or [Harry Rashid](#).

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5 Top Tips for Good Staff Attendance

Managing attendance and dealing robustly with sickness absence is a key part of effectively managing staff. Everyone will be ill at some point and need time off work. The NYCC attendance management policy takes this into consideration and has been designed to try to guide and support management and employees at this time.

Managing attendance is important because poor attendance in the workplace can impact on early years settings in many different ways. Firstly, it can reduce the quality of care given to the children, secondly it weakens the team and lowers the morale of the employees having to pick up the extra work on a regular basis, as well as the added financial costs of finding and employing supply cover. Below are our top tips on effective attendance management:

1. **Make employees aware of the setting's expectations and attendance triggers**, as stated in your policy. If an employee is coming close to triggers and then finally hitting them, it should not come as a surprise, and they should be given advanced warning that they are approaching a trigger in the return to work meetings to help them maintain good attendance at work.
2. **Promote good health in the setting and a healthy work life balance**. There is useful advice and guidance on this on the [NHS Choices](#) and [Fit for Work](#) websites.
3. If someone is absent from work (or likely to be) due to sickness for 4 weeks or more, the individual may benefit from a **referral to the Fit for Work scheme**. This free service looks at measures to enable the employee to return to work. The employee must consent to this process. Further guidance for employers is available [here](#).
4. **Speak to the employee to try to ascertain why they are off**. There may be causes that the setting is not aware of but can help with any actions or temporary arrangements that can be made to help them return to work.
5. **Seek HR advice!** Speak to your HR Advisor for more information or for support during the attendance management meetings.

Schools HR Success!



PPMA People Management Excellence Awards Winners!

We are delighted to announce that, on 27th April 2017 our Schools HR team attended the Public Sector People Managers Association's (PPMA) Awards Ceremony as finalists in the category of Commercialism in HR and we won!

This is an incredible achievement and provides invaluable recognition of the efforts made by the team in responding to the changing needs of the education sector. Further details and pictures will be forthcoming over the coming weeks.

To top off our success, NYCC also brought home another award for Social Media Recruitment Campaign of the Year! This further reflects the council's overall approach in responding to the needs of our clients.

Partnership with City of York Council

Since September 2016, members of the NYCC Schools HR team have been working in partnership with York City Council to deliver HR services to York schools.

It's been a great working relationship to date and we are happy to report that the initial partnership working has proved so successful that we have now formally signed off a permanent arrangement with the City of York Council which began on 1 April 2017.

The arrangement will see our specialist Schools HR team within NYCC deliver a range of services including the development of bespoke services; commissioned support and HR interventions to schools across the York area. Our two councils will also work together to share best practice and policies to ensure that schools have access to the best possible levels of support.

We all agree that this is a fantastic opportunity for all parties to benefit from the shared knowledge and skills we've gained from working with schools and academies across North Yorkshire and beyond. We look forward to a long and successful working relationship.

Key HR & Employment Law Updates

- **Statutory Framework for Early Years Foundation Stage (2017)** - An updated version of the Statutory Framework has been effective from April 2017. [Click here](#) to access the full updated statutory framework. Two key requirements are that:
 1. Newly qualified entrants who started work between 30 June 2016 and 2 April 2017 must have either a full Paediatric First Aid (PFA) certificate or an emergency PFA certificate by 2 July 2017 in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. An exception to this is where a disability would prevent the individual from being able to gain a PFA certificate. They would still be able to be included in the staff:child ratios providing that they are otherwise competent to carry out their childcare duties.
 2. Early Years Educator qualified staff must have a level 2 qualification in English and Maths in order to be counted in the ratios at level 3. The Early Years Qualification List, along with further guidance is available [here](#).

HR Training 2017

As a manager of an Early Years Setting it is fundamentally important for you to take time out to invest in your professional training and development, to build resilience and help you manage the challenges of your role with confidence. We offer a range of courses designed to help you and your teams develop the knowledge and skills essential for effective management of people.

Bespoke training

Training tailored to meet the needs of your team is available through our bespoke service, at a time and location to suit you, including training days and twilight sessions. We offer a range of development sessions for the whole setting. For further information please contact [Smart Solutions](#).

How to succeed with common HR issues	Improve your understanding of the policies, terms and conditions and legislation that governs the employment of staff in your setting, to enable you to review current practice, and make informed robust decisions for effective management of staff. Be aware of the risks and the wriggle room, and how to avoid getting it wrong.	23 January 2018 Northallerton HR-0118-T003
Safer Recruitment	Safer recruitment in the context of safeguarding, profile of abusers, how abusers operate in organisations, features of a safer recruitment process, making the right decision, acceptable standards of behaviour, maintaining an on- going culture of vigilance.	TBC
Coaching Conversations for Managers	<p>Limited places are available to settings on Coaching conversations for managers, which is attended by staff employed across NYCC.</p> <ul style="list-style-type: none"> • Improve the knowledge and skills of your teams to hold effective coaching conversations. • Develop a motivated and engaged workforce who need to be managed less on a day to day basis. • Practice coaching skills, and develop understanding through observation, reflection and feedback, to build confidence. <p>This training can also be delivered over 3 bite-sized sessions in your setting.</p>	<p>12 September 2017 Northallerton HR-0917-T002</p> <p>30 November 2017 Harrogate HR-1117-T001</p> <p>18 January 2018 Northallerton HR-0118-T002</p> <p>20 February 2018 Ricall HR-0218-T001</p>
Challenging conversations and managing conflict	Confidence to hold structured effective conversations across a wide range of situations, identifying actions and changes in behaviours to resolve issues. Develop self-awareness of your conflict management style, and develop a positive and resilient approach to conflict resolution.	<p>21 September 2017 Northallerton HR-0917-T003</p> <p>22 February 2018 Ripon HR-0218-T002</p>
Building resilience and managing stress	The course will raise your awareness of the factors that may affect your personal resilience and enable you to develop your personal action plan to build personal resilience, and resilience within your team.	<p>5 October 2017 Northallerton HR-1017-T001</p> <p>18 March 2018 Ripon HR-0318-T002</p>
Holding people to account, developing performance and capability	Effectively manage performance issues, through objective feedback and early interventions. Develop your ability to hold challenging conversations that engage individuals to focus on evidence and action for improvement, working within the relevant policies and support plans.	<p>23 November 2017 Ripon HR-1117-T002</p> <p>3 April 2018 Ripon HR-0418-T001</p>



North Yorkshire Safeguarding Children Board (NYSCB) training

From 1st April 2017 the NYSCB launched a new range of e-learning packages for safeguarding children and young people, including safer recruitment, via their new learning management system. To use the new e-learning courses you will need to create a user account by completing an online form on the website. NYSCB classroom based courses will also be booked through the NYSCB learning management system; charges will apply for private organisations.

For more information regarding the NYSCB's new training arrangements please visit: <http://www.safeguardingchildren.co.uk/training>. **For a complete list of the e-learning courses please visit:** <http://www.safeguardingchildren.co.uk/admin/uploads/Presentations/nyscb-elearning-courses-vc.PDF>