

## Statutory Requirements for Employing Staff

The law says that if you employ staff, you must pay the national minimum wage. As from 1<sup>st</sup> October 2013 the national minimum wage for workers over 21 is £6.31, 18 – 20 inclusive £5.03 and under 18's £3.72.(you can visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk) to check that these are still current). Your staff are entitled to work 4 weeks' paid holiday per year and not to work more than 48hours a week.

When you employ new staff they should provide you with a P45 from their previous employment, or they must tell you if they have another job. If they do not have a P45, you must issue a P46 for them to sign.

You are required to be registered as Employers with the Inland Revenue. If any member of your staff reaches their tax threshold you are required to operate a P.A.Y.E Scheme and deduct National Insurance and Income Tax from their pay, as instructed from the Inland Revenue. An Employer pack is available on request from your local Inland Revenue office.

If your staff does not pay National Insurance, they are entitled to claim Statutory Sick Pay if they are off work for more than 3 consecutive days: they can also claim Maternity pay, Paternity or Adoption leave.

The Inland Revenue have a helpline on 08451143143 where you can check up on all of these requirements.

They also have a Business Support Team who are there to help – you can contact them by telephone on 02920326456 to ask for advice.

IT IS IMPORTANT THAT THE GROUP COMPLIES WITH CURRENT LEGISLATION REGARDING ITS OBLIGATIONS AS AN EMPLOYER.

## INDUCTION PROCEDURE FOR NEW PLAYGROUP STAFF

It is a good idea to introduce the new employee to existing staff, committee members and parents prior to their starting work and invite them to a committee meeting.

Arrange for them to visit the group in advance to familiarise themselves with the surroundings, to see how the group runs and to observe routines and procedures.

If at all possible arrange for new staff to work alongside the current staff for one or two sessions when they first join the group.

They should be given copies of the policies and procedures of the group and agree to abide by these.

Give the new employee a guided tour of the building, pointing out fire exits, alarms, fire assembly points and location of extinguishers and fire blankets. It should also be explained how and when fire drills are carried out.

They should be made familiar with the layout of the premises, outside play areas, toilet areas, kitchen facilities and storage cupboards.

They need to know where records are kept, where the First Aid Box is, where equipment and cleaning products are stored, and be made aware of any regulations governing the use of the premises.

Ensure the new staff member knows how to complete all forms or records which may be needed during the session such as Register and Accident/incident forms.

They need to know how to deal with visitors to the group, and how to handle child protection and behaviour management issues.

The Group should ensure that copies of all necessary documentation such as references and qualifications have been received and are placed on the staff file, and that a CRB check has been undertaken before the employment begins.

The employee needs to be given all necessary information regarding their employment, such as hours, rate of pay, holiday entitlement etc.

An Induction Checklist should be completed before the probationary interview takes place.