



Do you employ staff?

Do you have difficulty understanding  
your legal and contractual  
responsibilities as an employer?

Do employment problems keep you  
awake at night?

Hassle Free HR - Taking the hassle out of your HR and H&S Management

■ [Visit our website](#)

## HR Update

### Childcare Expo Winners

We are delighted to announce the Childcare Expo Competition Winners as;

- 1st Prize:** Serendipity Pre-School, Darlington.
- 2nd Prize:** Peter Pan Nursery, Stourbridge.
- 3rd Prize:** Little People's House Day Nursery, West Bromwich.

We are looking forward to working with all three prize winners, supporting them with tailored HR documentation, providing them with HR management training and the provision of a HR helpline.

### HR Documents which meet with the EYFS Safeguarding and Welfare requirements:

- Are all your HR documents aligned with the EYFS safeguarding and welfare requirements?
- Do your Contracts of Employment include an appropriate 'pre-employment checks' clause which is conditional upon

appropriate pre-employment checks, i.e. identity checks and vetting processes?

- Do you have HR Policies and Procedures in place to support you with Ofsted's EYFS safeguarding and welfare requirements, i.e. alcohol and drug misuse, absence management (including time-keeping), bullying and harassment at work, discipline and grievance, email and internet use, health and safety, lone working, mobile phone usage, social media, training and development?

**At Hassle Free HR we can provide you with tailored HR documentation which meets the needs of the EYFS Safeguarding and Welfare requirements as well as;**

- Performance Management Systems which will include a process for managing poor performance
- Job Descriptions to ensure your employees have a clear understanding of their roles, responsibilities and expectations.
- Induction Checklists to cover essential health and safety requirements.

**We can also provide you with HR Training for your Managers and Supervisors to help them and you with;**

- Discipline and Grievance meetings
- Appraisal and poor performance meetings
- Absence review meetings
- Recruitment interviews
- Bullying, harassment and similar issues

**How can you benefit?**

- Increased compliance with employment law
- Increased compliance with Ofsted's EYFS safeguarding and welfare requirements
- More control and reduced risk of employment tribunal claims
- Improved operational performance
- Increased confidence, understanding and peace of mind

**Further Advice**

If you have any employee related problem which you would like to discuss in confidence then please don't hesitate to contact us; [ehedley@hasslefreehr.co.uk](mailto:ehedley@hasslefreehr.co.uk) for further advice and information.

For clarification of any of the above updates or for advice and guidance on any HR and/or Health and Safety Concerns contact us by emailing [ehedley@hasslefreehr.co.uk](mailto:ehedley@hasslefreehr.co.uk) or by calling 02476 664092.

Hassle Free HR Limited Registration Number: 5844301