



little elms
DAYCARE NURSERIES
& PRE-SCHOOLS



LITTLE ELMS DAYCARE
Employee Handbook

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1. Introduction

Introduction

We provide the highest standards of care and education to children aged between 3 months and 5 years. Little Elms is a family-run business and we believe that a fun and caring environment is crucial for happy and healthy learning and development of children.

We aim to ensure that we provide a stimulating and safe environment for children and employees, that we meet each child's individual physical, emotional and developmental needs and that all are fully satisfied with the services we provide.

In order to achieve this aim, we rely on the commitment and effectiveness of our employees. It is therefore vital that you enjoy your work and that we work together as a team to achieve our goals.

About this Handbook

This Handbook will provide you with information on employment policies and procedures. It is important for you to read the Handbook carefully as this, together with your Contract of Employment, sets out your main terms and conditions of employment.

The information covers a wide range of subjects relating to your employment and in the event that information in this Handbook conflicts with terms and conditions as stated in your Contract of Employment, the Contract will take precedence.

If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with your Manager.



2. About Little Elms

Who's Who?

Little Elms is family run, founded and owned by brothers, Matthew Lancaster and Spencer Lancaster.

"Welcome to Little Elms!

We opened our first Little Elms nursery at Beckenham in 2009 because we had small children ourselves and we struggled to find childcare that met our family's needs.

We are very proud of the team effort that has enabled us to grow Little Elms beyond our expectations and we now have ten nurseries within the group.

Thank you for choosing to join Little Elms and we hope you enjoy many years working as part of the team at Little Elms."

Matthew Lancaster and Spencer Lancaster

Joint Owners



Adam Shaw, Head of Operations

I have been working in Early Years since 2006 where I began my journey in childcare. Since then I have undertaken various roles in the industry; most recently over the past 5 years in multisite roles. I am highly motivated by empowering individuals to provide the best quality care and education to children and families.

Kelly Gale, HR Manager

I have worked in HR since 2000, joining Little Elms in 2016. Previously I worked within the Retail and Media sector, but since becoming a mum myself, my passion for the childcare industry has grown. I support and advise managers and staff with people related matters. This includes staff concerns, employee rights, health & well-being and performance.



2. About Little Elms



Mark Symonds, Group Financial Director

I have been working within the Service Industry for over 32 years, of which 9 years have been in Early Years. Working in the Early Years environment at Little Elms has been the most enjoyable experience in my career to date.

Siu Nguyen, Operations Manager

I have been working in Early Years since 2002 where I began my journey in childcare at a nursery school. Since then, I have undertaken various roles in the early years industry; most recently over the past 5 years at Little Elms in a senior role. I became a mum to my son in 2018 and this change in my life only reignited my passion and dedication to ensuring all children are given the opportunity to grow and develop with love and care.



Little Elms Company Values

A home from home environment, where children are at the heart of everything we do. We are dedicated to our core values at Little Elms:

* **Safe and Secure**

We provide a safe and secure environment, where the wellbeing of everyone is our highest priority.

* **Openness and Trust**

We communicate with honesty and acceptance. We have meaningful and supportive partnerships with each other, children and their families .

* **Respect**

We treat everyone with respect and understanding, in a culture of inclusion, diversity, equality and fairness .

* **Ethics and Integrity**

We are professional. We keep our word. We do the right thing.

* **Love for Learning**

We create an inspiring, nurturing environment full of opportunity. Everyone has the freedom to flourish.

* **Quality**

We make a difference. We are accountable. We are responsible for our actions and always strive to improve.

* **Teamwork**

We are proud of what we do. We work together to succeed.

* **Fun**

We are friendly, caring and fun. We show kindness, recognise contributions and celebrate successes.

2. About Little Elms

Little Elms is proud to have ten nurseries within the group:

<p>Beckenham 136 place setting 29 Beckenham Rd, Beckenham BR3 4PR</p> <p>020 8658 4282 enquiries@littleelmsdaycare.co.uk</p> <p>Manager.29b@littleelmsdaycare.co.uk</p>	<p>Beckenham 2 60 place setting 28A Beckenham Rd, Beckenham BR3 4LS</p> <p>020 3780 7107 beckenham@littleelmsdaycare.co.uk</p> <p>Manager.28a@littleelmsdaycare.co.uk</p>
<p>Catford 43 place setting 50 Muirkirk Rd, Catford, London SE6 1BQ</p> <p>020 3867 7177 catford@littleelmsdaycare.co.uk</p> <p>Manager.Catford@littleelmsdaycare.co.uk</p>	<p>Catford Green 61 place setting Dempsey Court, Adenmore Rd, Catford, London SE6 4BS</p> <p>020 3926 5080 catfordgreen@littleelmsdaycare.co.uk</p> <p>Manager.Catfordgreen@littleelmsdaycare.co.uk</p>
<p>Crofton 95 place setting 109 Crofton Rd, Orpington BR6 8HU</p> <p>01689 878409 crofton@littleelmsdaycare.co.uk</p> <p>Manager.Crofton@littleelmsdaycare.co.uk</p>	<p>Greenwich 62 place setting Wood Wharf Apartments, T2, 4 Wood Wharf, London SE10 9FL</p> <p>020 3764 7007 greenwich@littleelmsdaycare.co.uk</p> <p>Manager.Greenwich@littleelmsdaycare.co.uk</p>
<p>Lee 115 place setting 84 Handen Rd, Lee, London SE12 8NR</p> <p>020 8852 7439 lee@littleelmsdaycare.co.uk</p> <p>Manager.Lee@littleelmsdaycare.co.uk</p>	<p>Peninsula 49 place setting 42 Chandlers Ave, Greenwich Peninsula, London SE10 0NL</p> <p>020 3948 3899 peninsula@littleelmsdaycare.co.uk</p> <p>Manager.Peninsula@littleelmsdaycare.co.uk</p>
<p>Shirley 65 place setting 2A South Way, Croydon CR0 8RP</p> <p>023 8202 2462 shirley@littleelmsdaycare.co.uk</p> <p>Manager.Shirley@littleelmsdaycare.co.uk</p>	<p>Sydenham 62 place setting 248 Perry Hill, London SE6 4HD</p> <p>020 8699 9481 sydenham@littleelmsdaycare.co.uk</p> <p>Manager.Sydenham@littleelmsdaycare.co.uk</p>

3. Safeguarding



Whistleblowing

It is imperative for the protection of children and staff, that all employees report any concerns or behaviour that make them feel uncomfortable to management immediately.

You should report any concerns to your Designated Safeguarding Lead, who is your Nursery Manager, Deputy Manager or Third in Charge

If your concern involves the Designated Safeguarding Lead or if you feel your concern has not been handled effectively, you can call the Confidential Whistleblowing Line on 07921 477880.

Staff Suitability

Everyone at Little Elms must ensure that people looking after children are suitable to fulfil the requirements of their roles at all times. Little Elms has effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable.

In addition to the annual Staff Suitability Declaration that you are required to complete, you are also obliged to inform your Manager immediately of any changes that may affect your suitability to work with children. This includes, but is not limited to:

- Any convictions, cautions, court orders, reprimands or warnings
- Any change to medication you are taking on a regular basis
- Any changes to your health which could impact your suitability to work with children

Failure to report any changes to your suitability to work with children, may be considered as gross misconduct and therefore could result in your dismissal.

Cameras, Mobile phones & other recording devices

In the interest of child protection, you are not permitted to have mobile phones, cameras, smartwatches, laptops or any other recording devices on your person during the working day. All mobile phones must be signed in and out of reception at the beginning and end of every shift and every break time.

You are permitted to use your mobile phones, smartwatches, laptops, or any other recording devices, on your break and only in the reception area or the staff room. You are not permitted, at any time, to take photographs or recordings of children using any personal device. Photographs and recordings are only permitted to be taken when they are authorised and using the Nursery camera.

Medical Declaration & Examination

You will be expected to complete a medical declaration upon joining Little Elms and at regular intervals during your employment, to ensure your ongoing suitability to work with children.

If required, the company reserves the right to require you to have a medical examination with a doctor of its choice, to seek medical advice, in order to make any reasonable adjustments to support you at work.



4. Onboarding

Atlas – Employee System

We use an employee self service system called Atlas. You will receive an invitation to your email address to join Atlas. All employees use Atlas to request annual leave and complete some of our mandatory training.

You will be invited to complete a training course on Atlas which will help you to use the system.



Job Duties, Description & Flexibility

You can access your job description at www.littleelmsemployeehub.co.uk

Job descriptions may be amended from time to time to reflect changing needs of the nursery.

Your job title and description outline your principal responsibilities, however, it is an express condition of employment that you are prepared, whenever necessary, to travel and work at alternative premises, rooms or duties within the Company. If it is necessary, you may be required to undertake additional or other duties that would normally be carried out by your colleagues. This flexibility is essential as the type and volume of work is always subject to change and it allows the Company to operate efficiently and gain maximum potential.



Breaks

Breaks are in line with the Working Time Directive, therefore if you work over 6 consecutive hours you will be entitled to a 20 minute unpaid break each day (young workers aged 16 or 17 years of age are entitled to a 30 minute unpaid break each day if their shift is 4.5 hours or more). Little Elms give a full hour break to all staff working a shift of 6 hours or more (unless on the rare occasion that ratios do not allow for this to be taken).

Hours of Work and Shift Patterns

Your normal hours of work and attendance each week will be communicated to you by your Manager. Your daily shifts will not normally exceed 10 hours in length, excluding time allowance for breaks. You will be given reasonable notice of any change to your working pattern.

Employees may be assigned to work either a 5 day working pattern (for example 8am – 5pm) or a 4 days working pattern + rest day (for example, Mon, Tue, Thu, Fri 7.15am – 6.15pm with Wed rest day). Working patterns, rest days, start and finish times are not guaranteed and may change to suit the needs of the nursery.

From time to time you may be required to work outside your normal working hours to meet the needs of the business, for example, to maintain ratios of staff to children. If you are required to work outside your normal working hours you will receive either payment for additional hours worked, or time off in lieu, at the discretion of your manager.

4. Onboarding

Team meetings

There are regular staff meetings which you are required to attend, usually held at least once a month. They are held after the nursery has closed, starting at approximately 6pm and normally lasting for an hour.

You will be entitled to pay for your attendance where this is not within your normal working hours or alternatively you will be granted time off in lieu.

Training

You are required to attend at least 2 Saturdays per calendar year for essential training, personal development and/or Nursery events. This will be compensated with either pay or time off in lieu, at the discretion of the Manager.

Annual Leave Entitlement and Holiday Year

The holiday year is from 1st January to 31st December.

The Nursery is closed during bank/public holidays.

Annual leave entitlement is pro-rated for part time employees in accordance with the hours they are contracted to work.

You must take your full annual leave entitlement during the holiday year. Annual leave may not be carried forward into the next holiday year, nor will you receive payment for annual leave not taken.



Parents' evenings and Events

The nursery holds regular parents' evenings and events (such as open days and fun days), which you are required to attend. These are usually spread out across the year and the actual dates will be issued to you in good time.

Where parents' evenings or nursery events are held outside of your normal working hours, you will be paid for your attendance or you will be granted time off in lieu.

Requesting annual leave

Requests for annual leave must be submitted using the self-service platform, Atlas. You must give a minimum of two weeks' notice for all annual leave requests. All annual leave must be agreed by the Nursery Manager or Deputy Manager in advance.

Annual leave must be taken at a time convenient to the Company and only if ratios of staff to children can be maintained. No more employees than are operationally manageable will normally be allowed to take annual leave at any one time. We will do our utmost to accommodate your request, but please be aware that business needs and the operational running of the Nursery must be maintained at all times.

All requests, providing they have been received in time, will be processed in a first come first served basis (in date and time order the requests were made via Atlas). The Nursery will not normally agree a request for a holiday that involves more than two consecutive weeks.

Refusal of holidays

In the event that the Nursery has to refuse a request for annual leave because of business needs, the Nursery is not responsible for any financial commitment made by you prior to authorisation. You are therefore advised not to book anything that may incur a financial cost, for example tickets, hotels, travel arrangements etc, until your annual leave request has been authorised. Your Manager's decision on annual leave requests is final and not negotiable.

New Starters and Leavers

Annual leave for employees who start or leave employment part way through the holiday year is pro-rated using the calculation of 1/12th of the annual entitlement for each completed month of service during the holiday year. For leavers, if you have been paid for more holidays than your entitlement, the balance will be deducted from your final payment. If you have been paid for fewer holidays than your entitlement, the balance will be paid to you with your final payment.

4. Onboarding

Sickness Absence

Little Elms understands that employees may suffer with health conditions or illnesses and that there will inevitably be times when you are absent from work due to sickness or injury.

If you are unfit to attend work, you must:

- Telephone the nursery yourself and speak to the Manager/Deputy Manager
- Give brief details of your illness and your expected length of absence where known
- Contact someone a minimum of one hour before your normal start time. If you are due to start at 7.15am call in and leave a message for the duty manager as soon as possible and then call back at 7.15am once the nursery is open to speak directly to the duty manager
- Ring into the nursery by 4pm to inform the Manager of whether you are fit to return to work the following day
- If your expected length of absence is unknown, you must contact the Manager or Deputy Manager, in person, on each day of your absence.



Text message and emails are not an acceptable form of absence notification. You must contact the nursery personally and speak to the Manager on duty

Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements.

For further information regarding sickness absence procedures, please see the Absence Management and Employee Health Policy.

Mental Health First Aid

Little Elms has invested in Mental Health First Aider training for some of our management teams. Their roles includes assessing if someone is suffering from mental health crisis and needs urgent medical attention. There are posters in all staff rooms giving contact details should you feel you need help and you can find useful information at www.littleelmsemployeehub.co.uk

Medical Appointments

If you need to be absent from work to keep a medical, dental or other essential appointment, prior permission must always be obtained from the Nursery Manager.

Appointments should be arranged outside of normal working hours. Any appointments that have to be made within working hours must be supported by an appointment card.



Arriving to work on time

You must ensure you arrive and are ready to start work at your specified start time and that you return to work on time from any breaks. As we work in ratios of staff to children to operate the nursery safely, not starting or returning to your shift on time impacts the children and your colleagues.

If you are unable to report for work on time, you must contact the Nursery Manager as soon as you are aware you are going to be late, to inform them of your expected arrival time and to explain the circumstances.

If you are late for work, we may need to cover your shift. If you arrive late to work, we cannot guarantee that you will be provided with any work and you may be sent home with no pay for the remainder of the shift.

Regular lateness is considered as misconduct and will be managed in line with the Disciplinary Procedure.

4. Onboarding

Medication

We recognise that staff may need to take prescribed or over the counter medication during working hours. To ensure your ongoing suitability to work with children and so that you can be properly supported whilst at work, it is imperative that you inform your Nursery Management team if you are taking or need to take medication.

Medication must not be stored on your person or in playrooms. Medication can be stored in either the staff room or with the management team in the main reception area.



Change of Personal Details

You must always advise the Nursery Manager, in writing, when you have a change in personal circumstances or details. Examples include your address, telephone number, emergency contact, bank details.

Additional Employment

You must inform your Nursery Manager and seek permission if you wish to take additional employment outside of Little Elms. In order to work more than an average of 48 hours in a week, you must sign an individual waiver form.

Staff Children & Discount

Children of our employees can attend our nurseries, subject to availability and in line with Little Elms standard parental terms and conditions of the childcare place. Employees benefit from a 30% discount from the standard fees, for the duration of your employment with Little Elms.

Any agreement entered into for childcare will be treated separately to your employment. Parents/Carers will not be permitted to work in the same playroom as their child.



Lay off/short time working

If a situation arises where there is a reduction of work, or there is any other occurrence that affects the normal running of the business, the Nursery has a right to either lay off without pay other than Statutory Guarantee Pay or implement shorter working hours. This procedure is in line with your terms and conditions of employment.

The Nursery also reserves the right to select the employees best suited to carry out whatever work is available. Employees will be offered alternative work wherever possible. Employees who are laid off must still be available for work as and when necessary since continuity of service is not affected by any period of lay off.

The Nursery will pay Statutory Guarantee Pay in accordance with the current government regulations. Any employee who is laid off for longer than the Statutory Guarantee Pay period will be given a letter to take to the relevant government agency. Employees should then be able to sign on as temporarily unemployed, even though they will still be employed by the Nursery.

4. Onboarding

Dress Code

Nursery employees who are based within a playroom, Catering and Maintenance Staff will be provided with a uniform. You are expected to present a clean and professional appearance at all times. You are expected to regularly launder the clothes you wear to nursery, to ensure they are always clean and hygienic.

If you work within a nursery playroom, you will be provided with:

- * Little Elms Shirt. Green (Room Managers and Leaders), Maroon (Practitioners) and Purple (Apprentices)
- * Little Elms Black Cardigan or Jumper

In addition to the branded uniform provided, Little Elms dress code includes:

- * Smart black trousers, cropped black trousers or black linen trousers
- * Plain black knee length skirts or plain black knee length shorts
- * Flat black shoes or plain black trainers (that are enclosed and secure to the foot)
- * Slippers (enclosed and secure to the foot) or socks with grips must be worn in the Baby rooms at all times



The following items of clothing/accessories will be considered a breach and must not be worn in the playrooms:

- * Jeans or Leggings
- * Backless shoes, flip flops, sliders or Ugg boots
- * Bracelets
- * Necklaces
- * Protruding or sharp stones on rings
- * Long and/or sharp nails
- * Bright coloured nails

Hair, Nails, Tattoos:

- * Long hair must be tied back at all times
- * Nails & nail extensions must be kept short, with clear or pastel / neutral colours
- * Tattoos that can be seen must be child appropriate

Jewellery is limited to:

- * Discreet stud piercings only
- * Rings – flat to the finger and no more than one finger per hand

Payday & Payslips

You will be paid monthly, on the last working day of every month. You will receive an electronic payslip which will give you details of payments and deductions e.g. gross pay, income tax, national insurance, etc. Your payslip will be sent to the email address you provide and will be password protected. Your password is your home post code, in capital letters, with no spaces.



Income Tax

In compliance with the law, you will receive a P60 each year detailing earnings and payment of income tax and National Insurance. This document should be kept in a safe place.

Overpayments

If you are overpaid for any reason you are required to inform your Manager immediately. The amount of overpayment will normally be deducted from the following payment.

5. Policies & Procedures

It is important that you understand and agree to abide by all Little Elms policies and procedures. You can access them at www.littleelmsemployeehub.co.uk and you must review them all during your induction period. Some key policies and procedures are highlighted below, to support you in your first few weeks of employment.

Equality & Diversity

Little Elms is committed to the development of positive policies to promote equal opportunity for employees and families who use our service, regardless of sex, marital status, sexual orientation, disability, religion or religious belief, age, colour, race or ethnic origin. This principle applies in respect of all conditions of employment provided.



Employment Policies & Procedures

It is important that, early within your employment, you read and understand the key employment policies and procedures which can be accessed at www.littleelmsemployeehub.co.uk. These include Disciplinary, Grievance, Bullying and Harassment, Absence Management and Employee Health, Maternity, Paternity, Adoption and Shared Parental Leave

Signing In and Out

You must sign in and out of the nursery and each playroom every day, as detailed in the Signing In and Out Policy. If you leave the premises during working hours you must sign out when leaving and sign in upon returning. In the interests of health and safety, you must notify the Nursery Management team if you need to leave the premises for any reason during your working hours. Failure to adhere to this procedure will result in disciplinary action.



Social Networking

Little Elms recognises that social media is an important part of modern day living and that the majority of our employees use social media. If you choose to identify yourself as a Little Elms employee on social media (including but not limited to Facebook, Instagram, LinkedIn etc), you must take personal responsibility to ensure that your comments and posts remain professional and in no way could be viewed as detrimental to the nursery's reputation.

You are not permitted to use any social networking sites to discuss nursery matters with parents or carers or to make any reference to specific children.

Computer & Phone Use

Some employees will use company systems to carry out their duties, such as phone, computers, email and internet. All company systems are monitored and whilst some reasonable personal use is permitted, excessive personal use is not acceptable and will be managed.

General Data Protection Regulations (GDPR)

Little Elms adheres to the principles of the Data Protection Act (revised 1998) which regulates the use of personal information (including sensitive personal data) relating to individuals. Little Elms holds and processes information in respect of your employment. In signing your contract of employment you are consenting to the Company:-

1. processing personal data relating to you in respect of your employment for the purposes of staff administration.
2. processing sensitive personal data relating to you, including but not limited to data relating to your physical or medical health or condition; any criminal records disclosed by yourself or on your DBS check, data relating to colour, race, nationality and ethnic origin for the purpose of monitoring equal opportunities within the Company.
3. transferring your personal data to third party service providers when required (including but not limited to Payroll provider, Pension provider, HMRC)

Personnel files are kept confidential. They are exclusive to you, your Manager, Human Resources and Senior Executives of the Company. Computerised and paper-based personnel records are held by the Company.

You can access Little Elms Privacy Notice for more information at www.littleelmsemployeehub.co.uk.

5. Policies & Procedures



Health and Safety at Work

You are required to take reasonable care for the health and safety of yourself and of others who may be affected by your acts and omissions at work. You have a duty to co-operate with the Company or any other person in ensuring that requirements or duties imposed by the relevant statutory provisions are complied with. Your attention is drawn to the Company's Health and Safety Policy which is available at www.littleelmsemployeehub.co.uk. It is your responsibility to comply with the Company's requirements.

Alcohol & Drugs

Alcohol and drugs may impair the safe and efficient running of the nursery and/or the health and safety of our employees and children. You must not attend for work under the influence of alcohol or illegal drugs or when acting on behalf of the business outside of your normal place of work. You must not under any circumstances bring alcohol or illegal drugs onto the nursery premises.

The use, possession, distribution, purchase, sale, consumption, taking of, or being under the influence of alcohol or illegal drugs whilst at work is not permitted. Any breach of this will normally be regarded as gross misconduct and the Disciplinary Procedure will be followed accordingly. If required, the police will be notified of any illegal activity suspected at the nursery.

Right of Search

The Company reserves the right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, if any illegal activity is suspected and/or in the interests of child protection. You may be asked to remove the contents of your pockets, bags, vehicles, etc for inspection.

Where practicable, searches will be carried out in the presence of a witness who is available on the premises at the time of the search.

Whilst you have the right to refuse to be searched, such refusal will constitute a breach of contract, which could result in your dismissal. We reserve the right to call the police at any stage if we suspect any illegal activity.



No Smoking Policy

The nursery operates a strict no smoking policy within its buildings and grounds, including electronic cigarettes. All persons must abstain from smoking while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

When accompanying children outside the nursery, you are not permitted to smoke.

We respect that smoking is a personal choice, although as an organisation we support healthy lifestyles. If you choose to smoke, you must not do so whilst wearing nursery uniform, as it is essential that staff are positive role models to children. If you choose to smoke during a rest break, you are asked to smoke away from the main entrance and upon return to the nursery, before entering the nursery playrooms, you must wash your hands.

Failure to follow this procedure will be considered as gross misconduct and will result in disciplinary action, up to and including dismissal.

6. General

Personal Property

You will have access to a staff room, where bags, clothing and other personal belongings can be stored at your discretion. Where possible and space permitting, we provide lockers for staff to use. You are advised not to leave any valuables unattended on the premises.

Little Elms will not accept liability for personal property which has been lost or damaged, including vehicles parked on or around our premises. It is your responsibility to safeguard your own personal belongings.



Food and drink facilities

Facilities are provided for the convenience of all employees. Please ensure that all facilities are left in a clean and tidy condition after use. Care must be taken when using hot/electrical equipment and you must adhere to all health and safety rules concerning their use.

Please note that for health and safety reasons personal portable electrical appliances must not be brought onto the premises.

Gifts (Anti-Bribery)

Little Elms prohibits the offering, giving, solicitation or acceptance of any bribe (whether cash or other inducement) that results in personal or commercial gain for the individual or any person connected with them. You are therefore not permitted to accept a gift from a parent, if there is an expectation or suggestion that you will show them or their child any preferential treatment in any way.

This is not meant to prevent normal and appropriate hospitality or the giving of gifts at festivals or other special times, such as Christmas, graduation or leaving presents. If you are any doubt as to whether a gift or request constitutes bribery, you must talk to your Nursery Manager before accepting the gift.

Trade Union Membership and Recognition

The Nursery recognises your right either to join or not to join a trade union of your choice. The Nursery has no recognition agreement with any union and as a result no paid union officials will be allowed on the premises except for the purpose of representation at a disciplinary or individual grievance meeting or any associated appeal meeting.

Closed Circuit Television

CCTV cameras are used on our premises for security purposes. We reserve the right to use any evidence obtained in this manner in any disciplinary, capability or grievance procedure.

Car parking

The Nursery does not provide any car parking facilities and does not accept liability for any damage or fines imposed on employee vehicles.

It is your responsibility to ensure you understand and can follow all expectations as detailed in this Employee Handbook. If you have any questions or need clarification, you should raise them you're your Nursery Manager in the first instance.



Welcome to the Little Elms Team

We understand starting a new job can be daunting. We believe the people that work at Little Elms are what makes us different and we are confident you will settle in well, thrive in your career, have fun and meet friends for life!

