



**Golden Jubilee
Foundation**

Appendix 16:Childcare Guidance

Name	Childcare Guidance
Summary	This guidance offers information on childcare provision or support
Associated Documents	
Target Audience	All staff
Version number	1.0
PIN policy	Supporting the Work-Life Balance
Date of this version	August 2015
Review Date	July 2018
Date of full impact assessment	
Name of Board	National Waiting Times Centre
Approving committee/group	SMT/Partnership Forum
Document Author	

CONTENTS

Section	Page
1. Introduction	4
2. Childcare Support Options	4
2.1 Employer/Provider Partnerships	4
2.2 Out of School and Holiday Play Schemes	4
2.3 Childcare Vouchers	5
2.4 On-site Nursery	5
2.5 Child-minding Network	5
2.6 Childcare Information Service	5
2.7 Working Tax Credit	5
3. Conclusion	6

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the Golden Jubilee Foundation have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality of care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Our values are that we will:

- Take responsibility for doing our own job well
- Treat everyone we meet in the course of our work with dignity and respect
- Demonstrate through our actions our commitment to quality
- Communicate effectively, working with others as part of a team
- Display a “can do” attitude at every opportunity.

Our policies are intended to support the delivery of these values which support employee experience.

1 Introduction

It is important that NHSScotland organisations have readily available advice for employees on childcare. It may be that in some circumstances assistance can be provided for employees with childcare responsibilities.

Childcare support can be provided in a variety of ways which may or may not have a financial implication for the Golden Jubilee Foundation. Any support initiative which incurred costs to the organisation would have to be carefully researched to ensure that the benefits of the scheme justified the financial outlay.

2 Childcare Support Options

Detailed below are options that could be considered by organisations. It is important that employees are involved in the consideration of options and their views on the value of implementing any options are obtained. Options include:

2.1 Employer/Provider Partnerships

Partnerships between employers and childcare providers can have a number of advantages in setting up and running a childcare support project. Advantages can include:

- Capital costs for a new initiative can be shared at the outset - for example, a hospital could provide the site for a nursery while the childcare provider pays for construction or conversion;
- The employer can buy into an existing childcare resource, making a capital contribution in return for places for employees' children;
- There is more flexibility, especially for employers with dispersed sites, they can select places in a variety of locations so employees have the option of childcare near home or near work;
- The onus on a single employer to fill all the places in a new provision is reduced;
- The project benefits from the existing expertise of providers in setting up and managing childcare services.

2.2 Out of School and Holiday Play Schemes

Out of school schemes provide facilities for school children in periods before and after the normal school day. Partnerships with schools and other providers usually prove the most successful and effective, as children of staff may attend a number of different schools.

Various organisations provide on-site holiday play schemes for children of staff, although again partnership with other providers may provide more options for staff. All schemes need to be registered with the Local Council, and the facilities officially inspected.

2.3 Childcare Vouchers

Childcare vouchers can be purchased by an employer for the use of their employees to pay towards childcare costs. Vouchers are taxed as a benefit by the HM Revenue & Customs. Further information can be accessed at <https://www.gov.uk/help-with-childcare-costs/childcare-from-your-employer>

2.4 On-site Nursery

A workplace nursery is an option where large numbers of staff are employed on one site and live in the vicinity. Employers can set up their own nurseries or work in partnership with providers. As a pattern of provision it can be combined with off-site facilities for staff nearer to home.

Specific standards exist for nurseries, with space requirements for each age group set under the terms of the Children Act 1989. An outdoor play space will be needed. Quality inspection for nurseries is required. The local authority early years education or social services department will provide further information on registration requirements.

2.5 Child-minding Network

A child-minding network can be set up by appointing a coordinator to help staff find a local child-minder. Child-minders, who have to be registered with the local authority, take children into their own homes to care for them (in contrast to nannies who work in the child's home). The National Child-minding Association (Scottish Childminding Association in Scotland) can advise on starting up a local network.

2.6 Childcare Information Service

Every local authority provides free information about childcare services in the area. Information about Scottish local childcare can be accessed through visiting the Scottish Family Information Service website - <https://www.scottishfamilies.gov.uk/>

2.7 Working Tax Credit

Employers should produce and make available to staff information in relation to Working Tax Credit.

Usually, parents would qualify for tax credits to help with childcare if:

- they qualify for Working Tax Credit;

- they're responsible for the child;
- the childcare they pay for is registered or approved;
- they work the right number of hours for childcare tax credits (usually the requirement would be that each parent would have to work at least 16 hours a week each, but only

one parent would have to work these hours if the other was in receipt of certain benefits, in hospital or prison).

Eligible parents can get these tax credits until the Saturday after 1 September following their child's 15th birthday (16th if they're disabled).

Further information on the childcare element of working tax credit can be accessed at www.gov.uk/help-with-childcare-costs/tax-credits

3 Conclusion

This policy and procedure has been assessed for relevance and screened for equality impact, to identify and mitigate, where possible, any potential for the policy and procedure to have differential impact on employees having regard to their differences, such as ethnicity, gender, disability, age, sexual orientation, religion, literacy or belief.

It is for individual employers to ascertain which support options will work for them and progress this locally. This guidance is included to provide background information that may be of use.