

Staff Benefits 2022

You can find all the information you need on array of benefits available to you! Including recognition schemes and long service.



Zest, our staff flexible benefits platform, houses hundreds of discounts and benefits; access to a vast array of advice and support on how to stay fit and healthy; and helps us celebrate one another's successes, through a range of recognition e-cards.

How do I register?

All **eligible staff will receive a **Zest** registration email. In order to create your account and register, you will need your email address (work or personal) and create a password; you'll also need to enter your date of birth and payroll number (which can be found on your payslip or on SMI).

Visit zest.solutions to register!



What offers and discounts are available?

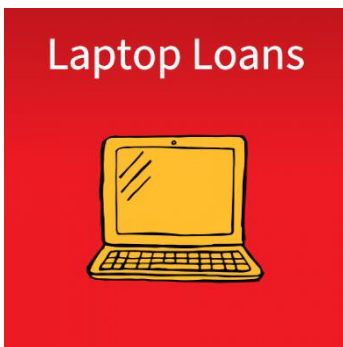
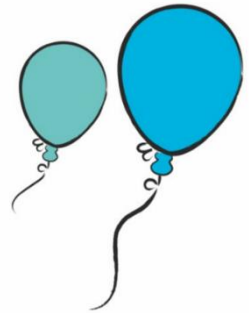
With over 1000 offers at over 900 national and local retailers, you'll have access to a huge variety of savings, from the weekly food shop to family holidays, technology and utility bills. Zest offers a number of ways for you to save money, across the likes of Starbucks, Odeon, M&S, Asda, Waitrose, Curry's PC World, John Lewis and many more.

The **Wellbeing Centre** on **Zest** offers a holistic lifestyle approach. It's split into four sections, Move, Money, Mind and Munch. Each one is full of support and tools to help you live a healthier and happier lifestyle.



Appreciate, Celebrate, Circulate

Through a library of recognition Ecards (including our own core values) staff have the opportunity to recognise their fellow colleagues, as a way to say thank you; celebrate key milestones; and acknowledge those who may have “gone the extra mile”.



What are Laptop Loans?

Laptop Loans are now available through Zest, for staff to purchase a laptop to facilitate working from home. You can receive an interest free loan of up to £350, paid back monthly from your net pay over 18 months.

*** Please note: our flexible benefits platform is only available to staff directly employed by The Children's Trust and is not accessible to workers on The Children's Trust Bank service, third-party workers or volunteers.*

Health and Wellbeing

Occupational Health Service

All staff have access to The Children's Trust Occupation Health Service. It provides a number of services, including: pre-employment checks; driver medicals; night worker surveillance; flu clinics; return to work appointments; maternity risk assessments; vaccination checks; etc.

Occupational Health also has a self-referral service for staff, providing a confidential discussion with the Occupational Health Nurse about any health related workplace concerns. To self-refer please contact Occupational Health on Ext. 5053 or email: occupationalhealth@thechildrenstrust.org.uk.

Physiotherapist

The Physiotherapist is on site, in Tadworth, every Tuesday from 9am - 1pm. To book an appointment please contact Occupational Health on email: ochealthstaffphysio@thechildrenstrust.org.uk or Ext. 5053.

FREE Eye Tests

Staff that spend the majority of their working day at a computer (a VDU user) may be entitled to an eye test voucher at Specsavers Opticians. For further information and to obtain an e-voucher please contact Occupation Health Service on Ext. 5053 or email:

occupationalhealth@thechildrenstrust.org.uk

Health checks by YMCA East Surrey

Monthly health checks are available, in partnership with YMCA East Surrey. The check includes Medical History & Lifestyle check, Blood pressure check, BMI and Cholesterol check (only for staff aged 40-74).

Employee Assistance Programme (BHSF)

BHSF is our free, confidential Employee Assistance Programme (EAP) available 24/7, 365 days a year. BACP accredited Counsellors and experienced information specialists are available to offer support and signposting across a range of personal, legal, financial, medical, health and wellbeing issues, as well as providing a telephone counselling service.

Support can be accessed via the telephone helpline and an online portal. The service is also available to partners and dependents over the age of 18 (or over 16, if in full-time education) and residing in the same household.

You can use the service as often as you wish and remain totally anonymous. Plus, staff (and their family members) will be able to access six telephone counselling sessions (per issue, per year) delivered by BACP accredited Counsellors.

How it works ...

Simply call the helpline and a telephone counsellor will identify the nature of assistance required. All non-counselling calls will be transferred to the appropriate specialist; counselling calls will include an in-depth assessment where a referral will be made within 24 hours for telephone or face-to-face counselling.

Call **0800 015 7287** for help or visit: www.colleaguesupport.co.uk

Use **72160** as your username.

Mental Health App

Staff have access to Havensrock Thrive; an NHS approved Mental Health app. It offers 24/7 access to quick & convenient tools to support your mental health, including managing stress and anxiety and online CBT sessions.

To get access to the app email Occupational Health for the unique access code.



Recognition & Long Service



Promise Cards

Staff can receive Promise Cards from others across the organisation, when they've gone above and beyond.

To recognise a member of staff, and to celebrate their achievement, contact the People Team for cards.

Anniversary Tea

Every month our CEO, Dalton Leong, hosts an Anniversary Tea with staff celebrating an annual work anniversary at The Children's Trust.

Long Service Badges

To celebrate and recognise long service amongst our staff we present Butterfly Badges at the monthly Anniversary Tea:

5 years = Bronze Butterfly Badge	20 years = 20 year badge and rose Bush planted at a Celebration Tea
10 years = Silver Butterfly Badge	25 years = 25 year badge and £75 gift voucher
15 years = Gold Butterfly Badge	30 years = 30 year badge and £100 gift voucher
35 years – 35 year badge and £150 gift voucher	

Annual Leave & Long Service

Permanent, full time members of staff are entitled to 35 days inclusive of Public/Bank Holidays.

Staff who have worked at The Children's Trust for 5 years upwards are rewarded with additional annual leave entitlement, to acknowledge their long service:

Two+ years' service: 37 days

Five+ years' service: 39 days

Ten+ years' service – 41 days

N.B. equivalent Annual Leave entitlements for Part Time staff is calculated on a pro-rata basis.

Financial Wellbeing

Pension Schemes

Staff joining The Children's Trust, who already have an NHS or Teacher's Pension, are able to continue to contribute to these. To do so, employees should complete the form on the Loop and return it to Payroll, within the first 3 months of employment.

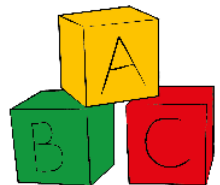
All other staff will be automatically enrolled onto The Children's Trust Pension Scheme with Aviva, in their second full month of employment, if the criteria for auto enrolment has been met. This occurs when; staff are aged over 22, are under state pension age, earn more than £10,000 a year and ordinarily work in the UK.

Staff who are auto enrolled will have contributions of 4% deducted from their pensionable earnings, with The Children's Trust contributing 6%. Staff can opt out the pension scheme if they wish.

Staff can receive free pension advice from our Pension Advisors, Lucas Fettes. Contact them on:

Tel: 0345 357 8910

Email: contactus@lffp.co.uk



Life Assurance Scheme (Death in Service)

If you are a permanent employee of The Children's Trust, you will be automatically enrolled under the Group Life Assurance Scheme. Group Life Assurance cover can provide a lump sum benefit to your family, dependants or other nominated beneficiaries, in the event of your death while you are an employee of The Children's Trust. The lump sum payment is paid out via a discretionary trust and therefore, is currently free from Inheritance Tax. At present, the level of cover available is **two times** your basic annual salary.

To nominate your beneficiaries, please print and complete the Nomination Form, available on The Loop and **Zest**, and return to The People Team, marked 'confidential'.

Health Cash Plans

Health Cash Plans are a simple way for employees and their families to save money on health care costs. With Health Cash Plans, employees pay a premium each month and claim the cash back when needed. Different levels of cover are provided, depending upon what is affordable for you.

There are two plans available to choose from:

- HSF
- Simply Health

Both offer a discounted rate to employees compared to those available into the general public. Application Forms, along with more information on both schemes, can be found on The Loop and **Zest**.



On-site benefits

Staff shuttle service	There is a staff shuttle service available from various locations. For more information contact Mark Davies, Transport Manager (mark.davies@thechildrenstrust.org.uk)
Free Parking (Subject to availability).	All staff can park on-site for free at our National Specialist Centre (Tadworth, Surrey) by using their staff ID card at the barrier.
Subsidised Canteen	Breakfast and lunch are available to purchase from our on-site canteen, The Buttery. Fresh meals are prepared daily and are subsidised for staff and volunteers.
Staff Accommodation (Subject to availability)	The Children's Trust provides on-site accommodation to new staff relocating to the area.
Professional Development	Employees can apply for a bursary to help fund further qualifications that are in line with their development objectives.
On-Site Nursery (Subject to availability)	Subsidised places at our on-site nursery are available for staff; however, it is extremely popular, so staff will need to apply in advance (details available on the Loop).
Childcare Vouchers	This is currently with The Co-operative Scheme. (N.B Only available for existing members of staff).

