



for disabled children  
and young people in Sussex

## **Amaze Staff Benefits Statement**

What people love most about working at Amaze is making a difference to the lives of families with child and young people with additional needs, plus being part of a friendly, supportive team. But we offer a host of other benefits too that supports staff wellbeing, flexibility, and development. Here's what's included:

### **Work-Life Balance**

- Annual Leave: 26 days for full-time staff (rising to 30 after 5 years), plus 8 bank holidays and 3 discretionary days (usually between Christmas and New Year). Pro-rata for part-time staff.
- Flexible Working: options include part-time, hybrid, compressed hours, and job share arrangements. Staff are generally expected to work from the office for at least half their paid hours, but this is discussed case-by-case.
- Parental Leave: Occupational maternity, adoption and paternity leave and pay.
- Emergency and Compassionate Leave: Up to 10 paid days per year (pro rata) for things like bereavement, dependents' care, emergencies, or urgent medical/school appointments.
- Time Off for Public Duties and access to sabbaticals or extended leave after longer service.

### **Health and Wellbeing**

- Health Passports and support needs are discussed in supervisions. Proactive support around reasonable adjustments, including the use of Access to Work.
- Trauma-Informed Supervision and Reflective Practice Supervision (RPS) for frontline and therapeutic roles.
- Wellbeing Fund: small pot to support individual needs or adjustments.
- Employee Assistance Programme (EAP): From June 2025, all staff and their immediate family members will have free access to a confidential support service through Wellbeing Solutions. This includes:
  - 24/7 confidential helpline
  - Up to 6 counselling sessions per issue
  - Support with stress, anxiety, bereavement and resilience
  - Wellbeing resources on nutrition, menopause/andropause, mindfulness and more
  - Critical incident support line
  - App, portal, and printed materials
  - Staff discounts
- Wellbeing activities on away days.
- Reimbursement of eye tests for screen users.
- Reimbursement for work-related cycling costs and commitment to cycle to work scheme

## **Financial Benefits**

- Competitive Salaries, regularly reviewed and benchmarked.
- Pension: 5% employer contribution, rising to 7% after 15 years.
- Occupational Sick Pay.
- Staff Expenses Policy: clear guidance with quick reimbursement.
- Access to Wave Community Bank: for loans and savings (e.g. deposits, emergencies).
- Discounts and Perks: via schemes such as Discounts for Carers and Charity Worker Discounts.
- The EAP also provides financial advice and practical support including
  - Debt and cost of living support
  - Personal finance and budgeting guidance
  - Legal and housing advice
  - Pensions and retirement planning
  - Wills and inheritance guidance
- Non-contributory Life Assurance Scheme.

## **Learning and Development**

- Strong culture of learning and staff development.
- Access to training (internal and external), professional events, and subscriptions.
- Support for relevant qualifications and study leave.
- Opportunities to join staff working groups (e.g. participation, wellbeing, EDI).
- Full induction programme, regular supervision and appraisal.
- Specialist support and best practice development available from internal professionals.
- Regular group Reflective Practice Supervision and for therapeutic roles, clinical supervision.
- Free DBS check and update service subscription.
- While the EAP focuses on wellbeing, it also supports personal growth and leadership development. Resources include:
  - Guidance for managers on supporting staff and responding to workplace stress
  - Tools to build emotional intelligence and resilience
  - Advice on handling workplace challenges and conflict
  - Financial and legal knowledge via expert-led call

## **Other Perks**

- Free tea and coffee (you can request your favourite brand!).
- Staff away days each term and social events twice a year.
- Discounted city centre parking is available via Premium Car Parks.
- Work laptops with reasonable personal use permitted.
- Service recognition perks
  - +5 days leave at 5 years
  - Flowers and lunch at 10 years
  - +2% pension contribution at 15 years
  - Bespoke reward after 20+ years

## **Communication of the Policy**

This policy will be available in the policies folder and hard copies will be available on request. New staff and volunteers will be made aware of the policy during their induction with their manager. Training will be available on request. Reminders will be given at staff meetings.

#### **Related Forms / Associated Documents**

N/a

#### **Related Policies**

Please also see the following related policies:

- **Disciplinary Policy**
- **Complaints policy**

#### **VERSION CONTROL / RECORD OF CHANGES**

| <b>Review date</b> | <b>Version</b> | <b>Section</b> | <b>Changes/Comments</b> |
|--------------------|----------------|----------------|-------------------------|
| June 2023          | 2              | All            | Revised                 |