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Mini HR Survival Kit for Practitioners

Including contract essentials, policy basics, and issue-handling guidance, by Samantha Newton, Magenta Core HR

Contract Essentials

- Signed contracts for all staff.
- Cover scope, pay, confidentiality, termination.
- Include client ownership, safeguarding, GDPR.

Policy Basics

- Grievance Procedure: How team members can raise concerns safely
- Absence Management: How sickness and leave are recorded and managed
- Safeguarding Policy: Especially for practitioners working with children or vulnerable adults

Issue Handling Guidance

- Address performance or behavioural concerns early and informally
- Keep written records of concerns and conversations
- Escalate formally using your policies only if informal routes fail
- Always remain respectful, confidential, and objective

Need Support?

If you're unsure where to begin, take the 2-minute HR Readiness Quiz or book a free 20-minute discovery call.

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