



Manor Twiglets Nursery Ltd

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Employment and Staffing

(including vetting, training and development)

We provide a staffing ratio in line with the statutory welfare requirements of the Early Years Foundation Stage 2017 to ensure that all children that all children have individual attention and to guarantee care and education to a high quality.

All practitioners are appropriately qualified and suitable to carry out their role. Checks have been carried out through the Disclosure Barring Service and references obtained.

Principles

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>
Keep children safe Value and respect all children and families equally	Build on key person relationships in early years settings	Stimulating resources, relevant to all the children's cultures and communities Rich learning opportunities through play and playful teaching Support for children to take risks and explore

Procedure

Ratios :

- Children aged 2 years: 1 adult to 4 children with at least one staff member must hold a full and relevant level 3 qualification and half of all other staff must hold a full relevant level 2 qualification.
- Children aged 3 years and over: 1 adult to 8 children with at least one staff member must hold a full and relevant level 3 qualification and half of all other staff must hold a full and relevant level 2 qualifications.
- A minimum of 2 staff is on duty at any one time.
- We hold regular staff meetings to undertake discussions on children's development, achievements and difficulties that may arise.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and in line with our safer recruitment policy.
- All practitioners and staff have job descriptions which set out their role and responsibilities, these are updated regularly and discussed in supervisions and annual appraisals.
- All applications are welcomed at Manor Twiglets Nursery; we do not judge any applicant on the basis of age, culture, sexuality, religion or gender.
- We advertise our posts widely for example in the local paper, schools and through social media.
- We vet all staff by an application to the Disclosure Barring System (DBS) and references. This is accordance with requirements under the Safeguarding Vulnerable Group Act 2006 for the vetting and barring scheme. We require a DBS and two references back before staff can start at Manor Twiglets.
- All changes to staff and the registered person responsible for our setting is reported to OFSTED.

Training and staffing development

- Our manager, Jill Bray, holds an Early Years Professional Status, BA (Hons) PSLD in Early Years Care and Education and FDA in Early Years Care and Education.
- One member of staff has an NVQ level 5, one member of staff has an NVQ level 4. The majority of staff hold an NVQ level 3 or working towards this. The rest are working towards this as apprentices. Apprentices work alongside their mentor as apposed to being on ratio.
- We provide in house training for all staff to assist them with their role and responsibilities, for example behaviour management, health and safety and food hygiene.
- The majority of practitioners have an up to date Pediatric First Aid certificate.
- When staff start at the nursery they begin an induction process within the setting and a Staff Handbook is given out. They are encouraged to read and understand the handbook and policies and the procedures, located in the office or available electronically by email on request.
- We support practitioners by holding annual performance management meetings usually in January. All practitioners are reviewed termly during supervisions which is an opportunity to discuss any issues, identify solutions and to receive coaching to improve their personal effectiveness.

Managing Staff absence

- All term time staff are to take holiday in half term and not in term time. If staff need to take time off during term time for any other reason than sickness, it is agreed by the manager Jill Bray or the Deputy. This is with the exception of the practitioners that are contracted for the full year.
- When practitioners are absent from the nursery, sufficient cover is arranged for this to maintain staff ratio, for example utilizing the bank staff.
- Sick leave is monitored and action is taken in accordance with their staff contract. Please refer to notifications of absence and appointments in the staff handbook.

Staff conduct at work

The nursery expects all employees to behave in a normal and reasonable manner. The following list provides examples of the type of conduct that the Manor Twiglets Nursery would expect:

- To be punctual for the start of work and to keep within the break times.
- To give regular attendance at work and to minimize all absenteeism.
- To be courteous, helpful and polite to all those with whom you have contact with in the setting.
- To devote all your time and attention, whilst at work, to the nursery and ensure that all its property including confidential information, records, equipment, information technology, etc is kept safe and used correctly.
- To comply with all the Nursery's rules and regulations and to observe and perform all the terms of your employment as set out or referred to in your Contact of Employment.
- Not to be involved with any other Nursery or company that is in direct competition with this Nursery. You are expected to devote all your loyalty to this Nursery.

Conduct outside working hours

Normally the Nursery has no jurisdiction over employee activity outside working hours. Behaviour outside working hours will only become an issue if the activities adversely affect the Nursery.

Adverse publicity, bringing the Nursery's name into disrepute, or actions that result in loss of faith in the Nursery, resulting in loss of income or loss of faith in the integrity of the individual, will result in the disciplinary procedure being instigated.

The detriment suffered by the Nursery will determine the level of misconduct and it will also determine which disciplinary stage is most appropriate to suit the circumstances.

If the actions cause extreme embarrassment or serious damage to the Nursery's reputation or image, a decision may be taken to terminate the employment.

The Nursery's procedures covering disciplinary hearings and appeals still apply. See staff handbook regarding gross misconduct.

Social Media

Where staff use social media, such as Facebook, they need to remember not to use any photos with uniform or Nursery logos or associating themselves with the nursery. This includes not mentioning that you work at Twiglets on Facebook profiles.

If staff are in the kitchen area at break times with their mobile phones, the hatch needs to be down to safeguard both staff and children.

Harassment and bullying in the workplace policy

The Nursery will not tolerate any form of harassment or bullying.

The purpose of this policy is to inform employees of the type of behavior that is totally unacceptable and to explain what solutions there are to employees who may suffer harassment or bullying.

The Nursery intends to provide a neutral working environment in which no one feels threatened or intimidated.

Harassment is a discriminatory act and is also a criminal offence. It is very difficult to define as it can take many forms, but in the main it takes the form of unwanted behaviour by one employee towards another, for example :

- Patronising or belittling comments.
- Comments about appearance/body/clothes
- Leering or staring at a person's body.
- Unwelcome sexual invitations or pressure.
- Promises or threats, concerning employment or conditions, in exchange for sexual favours.
- Displaying offensive or sexually explicit material.
- Touching, caressing, hugging or indecent assault
- Ignoring colleagues and not responding to them.

Bullying is also difficult to define. Obvious examples are :

- Threats of or actual physical violence.
- Unpleasant or over repeated jokes about a person.
- Unfair or impractical work loading.

If you encounter a problem of this nature, it is vital that you make the person responsible aware that his/her remarks or conduct are offensive to you. This should be done in a simple, straightforward way.

It is recognized that complaints of harassment or bullying are often of a sensitive or worrying nature and that it may be difficult to speak directly to the other employee involved. If this is the case, you should put your request in writing and hand it to the harasser or bully.

When or if the informal approach fails or if you believe that the harassment or bullying is of a very serious nature you must bring the matter to the attention of a Director. If possible, you should keep notes of the harassment or bullying so that formal complaint can be investigated, including the date, time and whereabouts of the act.

If you bring a complaint of harassment or bullying you will not be victimized for having brought the complaint. If however after a full investigation, the nursery has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action under Nursery's disciplinary procedure.

The Nursery's appeal procedures apply to appeals against decisions made under the equal opportunities and discrimination policy and the harassment policy.

This policy was implemented on 08th October 2018

Date of review : October 2019

Signed on behalf of the Directors:

Name of signatory : Mrs F J Bray

Role of signatory : Childcare Manager