



The Granary Nursery School
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Staffing and Employment Policy

Dated 04.05.2020

Recruitment

Prepare job description to specific post available. Include responsibility for safeguarding and promoting welfare of children. We follow Suffolk County Council Safe Recruitment Best Practice Guidance for OFSTED registered early years, childcare and playwork settings.

Decide on timetable for application and interviews.

Prepare advertisement.

- Register vacancy with www.suffolkcypjobsearch.co.uk / 01473 264680
Request cover letter to accompany full C.V. and dispatch application form to postal / email address.
- Add Safeguarding statement to all advertisements: “At The Granary Nursery School we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We carry out enhanced DBS checks on all staff and volunteers.”

We welcome applications from all sections of the community regardless of marital status, gender, age, culture, religious belief, ethnicity or sexual orientation and offer equal opportunities using no discriminatory procedures for staff recruitment.

Check full information from applications e.g. Identity, qualifications and references quoted.

Decide on the shortlist.

Invite shortlisted candidates into the Nursery to complete a trial session or part session – to be agreed prior to the trial.

Face to face interviews (2 interviewers) and consider an offer to a candidate dependent on suitability to work with children (completed enhanced DBS check and two separate, satisfactory references).

Complete further checks e.g. DBS (Disclosure Barring Service) through Security Watchdog, part of Capita plc (approved registered body with the DBS) Organisation Reference – EY441058.

Offer a trial period and issue a staff Employee Handbook and ensure awareness of the Health and Safety, Safeguarding and Positive Behaviour policies. Conduct ongoing appraisal throughout the trial period.

Confirm permanent position / temporary contract and sign contract.

Staff

A high adult:child ratio is essential in providing good quality nursery care. Staffing ratio guidelines in the EYFS are adhered to.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

All staff hold a recognised childcare qualification e.g. NVQ Level 2 (minimum) and are committed to their continued professional development.

All staff working in the Nursery have been checked by the Disclosure Barring Service. Staff are also signed up the Update Service. References and employment history are also researched.

We support the work of our staff by means of regular monitoring / appraisals and peer observations.

Regular staff meetings provide opportunities for staff to contribute to planning, discuss the children's progress and any difficulties and achievements.

Each child is assigned a Key Worker who takes a special interest in them and is the key staff member to liaise with parents / carers.

Staff Induction

Following successful placement of a candidate, invite the new member of staff into the setting to meet the rest of the staff prior to the official start date. During this time, ensure that the member of staff has adequate access to the Policies and Procedures folder and signs to confirm that they have been read. A copy of the 'Employee Handbook', 'Information for new staff, Class 1 / Class 2' is provided to new starters.

Verbally discuss the main features of the Safeguarding and Health and Safety policies and highlight the Risk Assessments and Procedures particularly pertinent to the setting.

Ensure that a Fire Practice / Emergency Evacuation is planned and executed as soon as possible to ensure that the procedure is clear and understood.

New staff will be appraised before the end of the first half term but will be offered ongoing support from the outset and made fully aware of the 'Open Door' policy that exists within the Nursery with access to the Head Teacher and/or Owner.

Staff Training

Staff undergoing further continued professional development, e.g. Levels 4,5, and 6 will be entitled to study leave when funding has been received by the Nursery.

All staff must have a current First Aid certificate, which needs to be updated every 3 years.

All staff must have a current Safeguarding Children certificate, which needs to be updated every 3 years.

Suffolk CPD online is available to all staff to investigate further training. New starters will have accounts created for them on CPD. Training courses may be funded by the Nursery at the owner's discretion.

Staff training needs are discussed at yearly appraisals with the Owner and Head Teacher.

Staffing Code of Conduct

- All members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- Members of staff are expected to display knowledge and understanding of safeguarding, multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.
- Members of staff will have regard for wearing appropriate clothes and shoes when working with children and with awareness of health and safety issues.
- Mobile phones are allowed on the settings premises but must not be used outside of the office area.
- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is allowed on the setting premises.
- No bullying, swearing, harassment or victimisation will be tolerated on the settings premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.
- All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- All staff are required to inform the manager if themselves or anyone living or working in their household has a disqualification (in accordance with regulations made under

section 75 of the Childcare Act 2006). If this occurs they may not continue as an Early Years Practitioner without a waiver obtained through OFSTED.

- Practitioners should not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking regular medication they must seek advice that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises must be securely stored and out of reach of children at all times. If staff are found to be working under the influence of alcohol or drugs they will be subject to a disciplinary meeting.

Confidentiality (See also Confidentiality Policy)

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

The Manager, staff and volunteers and any other individual associated with the running or management of the setting will respect confidentiality by:

- Not discussing individual incidents, behaviour or information of children in front of parents/carers and other children.
- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.
- Not disclosing any information from preschool to any others including friends and family.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary and Grievance Procedure policy.

If a staff member works in more than one setting they must be aware that they must not share information regarding children and families between settings. If there are concerns about a child's protection please refer to the Safeguarding Policy.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

Valuing staff

- The Manager will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner.
- The Manager will encourage staff to contribute to the development and quality of the program of activities provided.
- All staff will have an annual appraisal and regular supervision meetings and will be encouraged to attend training courses to enhance their skills.

