

Staff Policy - Staffing and Employment Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Asylum & Immigration Act 1996	Health and Safety Regulations 1996
Childcare Act 2006	Health and Safety at Work Act 1974
Data Protection Act 2018	Management of Health and Safety Regulations 1992
Employment Act 2002	Rehabilitation of Offenders Act 1974
Equality Act 2010	Safety and Safety Committees Regulations 1977
Freedom of Information Act 2000	SEND Regulations 2014

Merry go Round Day Nursery meets required adult: child ratios, ensures that training and qualifications requirements are met.

A high adult-child ratio is essential in providing good quality Nursery care.

At Merry go Round Day Nursery:

- We meet the required adult:child ratios that are:

0-2 years	1:3
2-3 years	1:5
3 years+	1:8 or lower
- Our Keyworker system ensures each child and family has one particular staff member who is responsible for their education and care needs
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We adhere to Equal Opportunities, seeking to offer employment positions equally to all applicants.
- Staff training meets all regulatory requirements. In addition, we aim to ensure that staff have relevant childcare qualification to Level 3 or above.
- Staff are encouraged to develop professionally and are given the opportunity to do so.
- Our Nursery budget includes an allocation towards necessary training costs.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employment of staff in accordance with all relevant legislation.
- All staff is checked via the Disclosure and Barring Service (DBS) as required by OFSTED.
- All adults who do not hold a DBS check are supervised at all times. This includes volunteers, students, trades persons and new staff. A new member of staff cannot be left alone with a children until clearance is granted by the DBS and references are received.

Recruitment Procedure

- All positions are advertised locally, first on notice boards within the nursery, then through the local paper classified ads and through training centres such as Hoople & Hereford and Ludlow College.
- All applicants are sent an application form (with closing date) and job specification. Recruitment monitor forms are attached to ensure equal opportunities are always met.
- Once the closing date has passed, all applications are reviewed by the Manager and Deputy Manager.

- Suitable applicants are requested to attend a formal interview with the Interview panel (usually Manager and Deputy Manager).
- Following formal interview, applicants will work a session with the children to assess relations between the applicant, the children and the staff. This is to ensure compatibility of personalities
- The Interview Panel will then decide which candidate is most suitable for the position based on:
 - Qualifications
 - Experience
 - Job Specification suitability
 - Personality
- The successful applicant will then be formally offered the position in writing after references have been sought and returned.
- DBS checks are applied for and employment commencement will start after DBS checks are completed.
- It is the responsibility of every practitioner to register with the DBS Update Service and to notify the setting if there are any changes to their DBS such as criminal convictions/ charges/ cautions etc
- New Staff member identification is photocopied for our records and kept on file for future reference.
- A contract is drawn up, stating Terms and Conditions of Employment, Salary and Hours. One copy is kept on file by Merry go Round; one copy is retained by the employee for their records. Both copies are signed by the Manager and the employee.
- Previous employment notice of 4 weeks is granted.
- All applicants are treated equally, following equal opportunities policy guidelines.
- Procedures for the Induction of new staff is then followed (see below).

Appropriate cover must be obtained to ensure these conditions are adhered to at all times.

Procedures for the Induction of new staff

The following steps must be carried out in respect of all new staff:

- The DBS check must be completed and sent to the relevant organisation. DBS certificate number is logged in the staff files. Staff are expected to register with the DBS Update Service.
- The new member of staff must be shown the location of: fire exits, fire equipment, fire evacuation procedure and first aid boxes within the building.
- The new member of staff must be shown the policies of the Nursery and asked to read them and sign a declaration to show they understand the documents.
- Conditions of employment must be discussed: working hours, pay, holidays and procedures to follow in the event of illness.
- Staff are provided with an induction handbook, which is read and signed.

During staff induction and probation period (3 months), all new staff will have a named mentor who they can gain advice and support from. The Supervisor will review the new member of staff to discuss how they are getting on and to overcome any problems.

New staff will be given a temporary contract at the start of their employment with Merry go Round. This will cover their probationary period of three months. After which a review will be held with the Manager/Supervisor and if appropriate, an annual contract will be offered. Should

the Manager/Supervisor feel the person is not suitable for the position after the probationary period, the temporary employment will cease and all Merry go Round property will be handed in. The Manager/Supervisor will provide feedback during the review. The position may then be offered to another candidate.

Outside Agencies

Any staff supplied by an agency should be vetted and checked by the Agency.

Before we use the agency, we must have on file a letter (not circular or advertisement) addressed to the Nursery specifically in which the Agency states all staff has:

- Up to date DBS certificate, preferred registered with DBS Update Service.
- Checked references and all other documentation from previous employers. No comment has been made, at any time, to suggest that this might not be a suitable person to work with children.
- Validated all qualifications that the individual claims to have.

It is a requirement of our trading with any Agency that they take full responsibility for the appropriateness of any of its staff to work with children.

Apprenticeships and Students

Merry go Round provide opportunities within the community for students from local secondary schools, colleges and training centres to train under the supervision of our highly qualified staff in our outstanding provisions. Placements are offered depending on availability and number of children attending. The Manager will decide if and when a placement can be offered. Merry go Round does not run its own apprenticeship scheme but works with colleges and training centres to provide consistent training and experience for young people starting in the education and care sector. Apprentices will be expected to work as staff, with all the responsibilities also. Students will not be expected to work as staff and will be supported in their studies.

Staff Conduct

Staff are expected to abide by their annual contract, which states individual rates and levels of pay, hours of work and other terms and conditions – also:

- Attend staff meetings in which staff will be able to discuss and contribute in a positive manner. The Manager will encourage staff to contribute to the development and quality of care provided and offer ideas with regard to suitable activities.
- Staff are expected to conduct themselves in a professional, courteous, helpful, warm and consistent manner.
- Staff will be issued with a Merry go Round t-shirt to wear during working hours. They will provide their own black trousers and suitable footwear.
- Lunch breaks will be available during the working day, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.
- Personal mobiles must be switched off and not used during working hours. If staff do need to receive an emergency call or have personal reasons for requiring their mobile, this must be discussed with either the Manager or the Supervisor and will be decided on an individual basis. Staff may only use their mobile phones at work during their lunch break.

Qualifications

- Staff (including students and volunteers) will be suitably qualified and have relevant experience for their job role/position. All staff will undergo a DBS check.

- Merry go Round will not employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children's Act 1989. Staff are expected to register with the DBS Update Service.
- Any person who has not yet received their full DBS check but is on the premises (such as a member of staff awaiting registration clearance) will not be left alone with children or allowed to attend children while toileting.
- Nursery Assistants will be qualified to, or working toward, NVQ Level 3. Supervisors and the Manager will be qualified to, or working toward, Early Years Foundation Stage Degree. All other staff will be qualified to suit their position.

Training

- Merry go Round currently hold bi-annual In-house training for staff. All staff are expected to attend these training days. Staff unable to attend should contact the Manager in advance.
- Outside trainings will be available on request. All booking of training should be approved by the Manager so cover can be arranged. Out of working hours training is unpaid. Training taken during working hours is paid.
- All staff are responsible for their own continued professional learning and development. Nicki Ovel is CPD Leader. See also Continued Professional Development policy

Behaviour Standards

- 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 nursery premises.
- No bullying, swearing, harassment or victimisation will be tolerated on the nursery premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- All staff are expected to treat everyone with respect at all times. Inappropriate behaviour may lead to disciplinary action.
- Staff are expected to conduct themselves appropriately when outside the nursery setting as they remain representatives of Merry go Round.
- Staff are not permitted to discuss any aspect of the nursery either on social network websites or with anyone who is not directly involved with the nursery. (See also Social Network statement).

Confidentiality

All staff, students, volunteers, children, parents and carers have a right to privacy. Personal issues should not be discussed except in exceptional circumstances. Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide information about children to any branch of the media. All media enquiries will be dealt with by the Manager.

See Confidentiality Policy and Social Network Policy

Staff Absences

Staff should negotiate annual leave entitlement with the Manager and give as much notice as possible. Annual leave will be considered on an individual basis depending on cover, which will be arranged by the Manager.

- Staff working all year are entitled to up to 2 weeks annual leave during nursery time. All other annual leave will be taken during shutdown weeks (Christmas – 2 weeks, which includes bank holiday entitlement, Easter 1 week).
- Staff working term time will take annual leave during term holidays. Any other time off will be unpaid.

If staff are unable to come to work for any reason, they must send a message to the work group chat as soon as they know they are not well enough to work, just stating that they will not be in. They must then telephone the Manager or Supervisor at 7am on the first day of absence, when they can also explain in confidence why they are unwell. The Company do not offer sickness pay.

If they are absent for more than one working week, a doctor's certificate should be obtained. Statutory Sick Pay (SSP) will apply where appropriate.

In notifying the Manager/Supervisor they should indicate the reason for their absence and its likely duration. They must also call before 3pm to inform the Manager/Supervisor of their absence for the following day and to inform them of their return to work.

The Company monitor sickness using the Bradford Factor.

Merry go Round will refer to the 'Department of Health Guidance on Infection Control in Schools and Nurseries' to ensure staff follow the recommended period of sick time off required for particular illnesses.

Absence due to staff children's sickness should be logged using a sickness form, checking 'dependent' and will be unpaid.

Absences due to staff sickness should be logged using a sickness form on the day they return to work. All sickness will be unpaid. Sickness forms should be handed in on the dates stated to allow for pay deductions.

All absences longer than seven days will require a doctor's certificate to allow for statutory sick pay to be issued where applicable.

A record of all sick leave and any other absences will be logged using the Sickness Policy procedure. Should any staff member go above their score allowance, the Manager may request a meeting to discuss sickness.

Timesheets/Overtime

All timesheets/overtime must be handed into the Manager for approval on the dates specified on the Time Sheet date form. Any timesheets/overtime submitted after the dates will be carried over to the following month. The Manager will assess all overtime to ensure it is being claimed fairly.

Hours of Work/Contract

Hours of work and rates of pay are set out in staff individual contract. Hours are set for the specific needs of ensuring that the child: adult ratio is maintained, therefore should the numbers of children attending either of the settings vary; the allocation of hours of work may change in line with the Company requirements. Contracts will be subject to a periodic review and may be terminated if the number of children requiring adult support is reduced.

Maternity Leave

An employee who becomes pregnant will be allowed reasonable time off with pay for attendance at antenatal clinics. You will be required to obtain a Maternity certificate from your midwife, which must be given to the Manager on or before 20 weeks gestation.

Merry go Round follow the current government guidelines with regard to Maternity Leave. Statutory Maternity Pay will apply if the member of staff has been with the nursery for the correct period of time. If not, Maternity Allowance might be available, which staff must claim themselves through their local Job Centre/Benefit Office.

All pregnant staff will be automatically granted a full year of leave as standard but do not have to take the entire 12 months and can return to work when they choose. A timescale plan is prepared for them, so they are aware of key dates. They must discuss returning earlier with the manager in the first instance.

All maternity leave is treated on an individual basis, dependent on the employees requirements. However, should the employee wish to return to work they must inform the nursery of their return date. Should this date change, they must inform the nursery 8 weeks prior to that date. Should the employee not wish to return to work, they must inform the nursery 4 weeks prior to that date.

Hours of work may change after maternity leave due to child: adult ratios, therefore should the numbers of children attending either of the settings vary; the allocation of hours of work may change in line with the Company requirements.

All workers are entitled to their full holiday when on maternity leave, which can be taken prior to leave or after leave when taking a full year off. This must be discussed and arranged with the manager.

Adoption Date: 1st September 2020.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024