



Wattisham Airfield Childcare Centre

Employment

Wattisham Airfield Childcare Centre will endeavour to act as a good employer by adopting policies and procedures and working practices that meet all legal requirements. Information will be made available to staff through the staff handbook, which will include a copy on disc of all the policies and procedures used in the setting.

As a setting we provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

Our staff are appropriately qualified and we carry out checks through Atlantic data for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

All vacancies will be advertised within the setting, as well as externally and appropriately qualified and experienced members of staff will be encouraged to apply for promotion whenever opportunities arise. Procedures for appointing new members of staff will be followed rigorously to ensure fairness for everyone.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. We advertise through 'Indeed', the local shop and in house
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

- Applications will be completed by all applicants
- Management discuss applicants that are successful for interview process
- Management contact applicants and arrange interview dates
- We use our set questions for all interviewees to ensure a fair process
- Successful interviewees are contacted via phone and reference requests sent off
- Unsuccessful applicants are notified via Email
- Arrangements are made for the successful applicant to complete DBS as soon as possible
- Applicants may start working with us but will never be left alone until their DBS checks are returned
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DSB check.
- All new staff are guided through the induction process (Please see induction policy)

Training and staff development

- Our setting leader and deputy hold a Level 5 in Childcare and all of our staff hold at least a level 2 in childcare or are working towards it
- We provide regular in-service training to all staff either from a tutor booked through cpd online or shared by a member of staff
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.

All members of staff have a written contract of employment setting out the roles and responsibilities of the position, hours of work, salary, holiday entitlement, arrangements for

sick pay, arrangements for maternity / paternity pay, probationary period, and period of notice.

The probationary period provides the opportunity to assess whether the employee is able to perform the duties of his/her contracted employment to a satisfactory level. The manager has a responsibility to ensure that every probationer is given every reasonable facility to aid his/her performance.

13 working weeks probationary period applies to all new employees, regardless of whether full or part-time. 26 working weeks probationary period will apply to staff with more responsibilities to prove themselves such as management and room leaders.

The probationary procedure is good practice and we review closely, the work of all new staff. This gives both the nursery and the staff member the opportunity to discuss any further training needs and any concerns on either side.

The probationary period provides the opportunity to assess whether the employee is able to perform the duties of his/her job to a satisfactory level and to establish his/her long term suitability for the post.

This procedure is to be used in addition to normal supervisory arrangements. Review meetings will simply formalise feedback on performance/conduct the employee has already received via normal supervisory and management processes.

The probation period can be extended in exceptional circumstances by the agreement of both the nursery manager and the employee. If the employee does not want an extension on his/her probationary period and his/her performance remains unsatisfactory, then his/her employment will be terminated.

In the event of unsatisfactory performance, the employment will end by the thirteenth week of employment or twenty sixth week of employment on more responsibility job roles. No formal further notice period will be served.

Both employer and employee can end the contract within 4 weeks of their start date if either feel they are not suited in the position.

Staff appraisal and supervision

Performance appraisals will take place annually. This will be a meeting between the individual staff member and the nursery manager.

The staff member will be given a letter advising them of the date of the meeting, and a form asking them their views on specific areas of their job and the nursery for example:

- How the individual sees their job role in the nursery
- What changes could enable them to carry out their role more effectively.
- Their strengths and weaknesses
- Their long-term goals

The manager will complete a similar feedback sheet on the individual and at the meeting they too will be discussed. A copy of all notes will be given to the individual on the completion of the meeting.

If there is any action or reviews considered necessary as a result of the discussions at the meeting, a date will be set to ensure the action or review has been followed through.

Staff appraisals remain highly confidential and notes will be locked in the staff cabinet in the office.

Staff supervision reviews are completed every 6 weeks. This is the staffs' opportunity to discuss any welfare needs they may have, concerns they have, achievements, staff relationships, targets on appraisals and children in their care. These are discussed between the individual member of staff and the manager or deputy and if required an action plan will be made. As always, full confidentiality will be in place.

All staff are entitled to holiday pay which is paid alongside wages on a monthly basis. If staff work during holiday club they have the choice to work up to 5 days a year unpaid which can be used as holiday during term time, further days worked in a holiday club will be paid alongside normal wages. Only one member of management to be off at a time and no more than two practitioners off at any one time, this is down to the discretion of the manager, in exceptional circumstances this will be reviewed. If under exceptional circumstances both managers are off on the same day a 3rd in charge person will be nominated.

Managing staff absences

All absences due to medical appointments must be agreed by management and proof of appointments photocopied if applicable.

Long term absence – You may forward your medical certificate to the manager, who will record its receipt for retention; the certificate will be retained on your personal file. Should you not return to work, your sick absence will be closed as part of your service. In a case where there are regular absences such as one or two days a month, over a period of six months then the management will issue a written warning in relation to your future employment. Should your absence continue to increase after this period then the management will have no alternative but to terminate your contract.

Temporary employees will have their roles explained to them, will be given a copy of the settings policies and procedures and will know who to ask for advice and guidance.

Trainees/Students will be assigned a mentor, who will be responsible for supporting them to understanding their role. For further information on students please see our student policy.

For more information please see the Staff illness policy.

Conduct

The professional image of Wattisham Airfield Childcare Centre is dependent on the manner in which members of staff conduct themselves. Employees will be encouraged to take pride in the importance of the job that they do and to be courteous, friendly and positive in all interactions with children, parents and colleagues.

Uniform regulations of Wattisham Airfield childcare Centre includes a blue polo shirt with the company's logo on that is issued to every member of staff, smart black trousers/ long skirt and smart black flat shoes. All hair must be tied back appropriately if below shoulder length. All uniform requirements must be adhered to and individual members of staff are expected to have a neat, smart appearance at all times.

Uniform/dress code

Each full-time member of staff will be issued with two t shirts free of charge others can be purchased at the additional cost of the employee. These items will be replaced as and when required. Part time staff will be issued with one t shirt.

Employees are expected to provide their own comfortable, casual but smart black trousers, or skirts to wear with the uniform issued. These should be black in colour. Short skirts are impractical and restricting and therefore not acceptable. Cycling shorts, jeans or tight leggings, are not suitable for the work environment and do not reflect the professional image that staff should be aiming for. Long tailored shorts are acceptable during the summer at the manager's discretion.

Nails

Long nails are dangerous when working with children in a setting with young children and may cause injury to a child for which parents could decide to claim against individual members of staff. Staff should ensure that their nails are trimmed on a regular basis and kept at a manageable length.

Jewellery

Stud piercings only, no long necklaces to be worn

Footwear

Comfortable /low heeled shoes, plimsolls should be worn in the nursery. High heeled or open toed shoes, boots, or flip flops will not be permitted on the nursery premises. Care should be taken to ensure that shoes are cleaned and replaced on a regular basis to portray the desired image to parents and visitors.

Hair

Hair past shoulder length must be tied back, it is preferred that staff working with under three's do not wear hair clips because of the risk of choking. Alice bands and plain hair bands are acceptable.

It is the managers responsibility to deem what is acceptable and appropriate in order to maintain the correct company image. It is the staff member's responsibility to ensure that they look presentable throughout the working day and ensure that their appearance does not offend or give the wrong impression.

Breaches of policy

Any staff member that is found in breach of the policy will be subject to disciplinary action

Smoking

Staff are prohibited to smoke during working hours unless on a break and off the premises either at home or in the designated area. If staff smoke during their break they must cover their uniform so no smoke odour is left on their uniform when returning to the children.

Every effort must be made to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues. Uniform Clothes displaying the settings logo must be covered even out of work hours when smoking. Breath must be freshened, clothes sprayed and their hands washed thoroughly after smoking.

Alcohol

Alcohol consumption is not permitted on the premises, unless in association with a social event organised by the management. Any employee found to be under the influence of alcohol or drugs, even if from the previous evening, will be dealt with under the settings disciplinary procedures.

Time keeping

Employees are responsible for ensuring they attend punctually for work in accordance with the hours defined by the monthly staffing rota. We expect staff to report for work and be ready to be included in the staff to child ratios at least 15 minutes before the scheduled start of their shift.

Employees may not leave work prior to their scheduled finishing time without prior permission from their immediate superior. In the event of an employee requiring time away from work during the normal working period, he/she must request permission from his/her immediate superior before leaving the premises.

Persistent lateness, unacceptable levels of absence, and / or unauthorised absence will be considered to be a breach of the company procedure and may result in the disciplinary procedure being invoked.

Signing in and out

Employees must ensure that they sign in on arrival and sign out on departure from the nursery premises. This is used as our register when evacuating the building.

Employees must never sign an absence employee either in or out, this could be constructed as Gross Misconduct and may result in the disciplinary procedures being invoked.

Babysitting

Wattisham Airfield Childcare Centre discourages employees from providing off-duty childcare or babysitting services to its customers. However, if an employee agrees with a customer to provide such services, the employee must do so in the employee's own time and not on Wattisham Airfield Childcare Centre premises. The provision of such services must not interfere with the performance of the employee's duties as an employee of Wattisham Airfield childcare Centre.

DBS Update

On an annual basis all current employees will be issued with a copy of an annual security/medical declaration form to complete. All new employed staff will be required to pay an annual fee to join the update service.

Redundancy

In the event that the setting needs to cease business there is a contiguous fund and staff redundancies are calculated for the staff that are eligible. Staff are only eligible if they have worked for the setting for at least 2 full years. The setting offers statutory redundancy pay only. The redundancies are reviewed and updated termly.

Taking business

During employees working time and up to a year after your leave date for Wattisham Airfield Childcare Centre under no circumstances must you take any business of childcare nature away from the company. This includes childminding, becoming a nanny for a family or setting up your own childcare business.

Legal framework:

- Children Act, 1989, 2004, 2006
- Data Protection Act 1998
- Employment Act 2002
- Work and Families Act 2006
- Every Child Matters: Change for Children 2004
- Health & Safety at Work Act 1974
- EYFS Welfare Requirements – Organisation.
- Human Rights Act 2000
- Race Relations Act 1976 (& 2000 amendment)
- Sex Discrimination Act 1975
- Special Educational Needs and Disability Act 2001
- The Equality Act 2010 all previous legislation under one law
- Disability Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- The Employment Equality (Religion or Religious belief) regulations 2003
- The Employment Equality (age) Regulation Act 2006

This policy was adopted at a meeting _____ name _____ of
of _____ setting
Held on _____ (date)
Date to be reviewed _____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____