

This policy was reviewed & adopted at a Zoom meeting of The Heathers Nursery held on 9th December 2020. Review date: December 2022

The Heathers Nursery



THE HEATHERS NURSERY POLICIES AND PROCEDURES

POLICY 2: SUITABLE PEOPLE

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

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2.1 Staffing

EYFS Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.4 Key Person	3.4 Wider Context	

Policy Statement

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 for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Procedures

During the session:

- The adult to child ratio within a session is a minimum of:
 - children aged two years of age: 1 adult to 4 children
 - children aged three and four years of age: 1 adult to 8 children
 - adult to child ratio on outings: 1 adult to 2 children.
- All Staff will implement the Equal Opportunities Policy at all times.
- Staff to make a point of welcoming each child on arrival and be available to speak to parents/carers.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person speaks regularly with the family for discussion and consultation on their child's progress.
- Children are supervised at all times.
- All staff will ensure activities are supervised and each part of the room remains attractive to the children.
- All staff must be constantly aware of the needs of the children so that no child can be quietly distressed or be causing concern amongst the children by disruptive actions.
- All staff must ensure that all accidents are recorded in the accident book with details of the treatment and that the parent/carer is told at the end of the session, asked to sign the book and given a copy of the report.
- All staff must ensure that all incidents and accidents are recorded in the file and advise the parent/carer at the end of the session and ask them to sign the book.
- A designated member of staff for each session will ensure the register is marked as soon as the children enter the play areas and recorded on the dry wipe board.

At the end of the session:

- Staff will ensure that all children are collected by someone with authority to do so using a password if necessary. No child can be collected by a minor under the age of 16.
- After the children have left the equipment and toys are then stored away safely.
- All staff must ensure that the room is left clean and tidy.
- All staff to ensure that any broken equipment is reported to the Manager and written on the record

In the Nursery

- We hold regular staff meetings and training days to provide opportunities for staff to undertake planning and to discuss the children's progress and any difficulties.
- The staff hold, or will train to obtain, the appropriate qualifications in accordance with the Department for Education Early Years Qualification List.
- Regular in-service training is available to all staff, both paid and volunteer members, through Norfolk Early Years, Safer and other recognised organisations.
- Staff training certificates are filed and kept on the premises.
- Our budget includes allocation towards training costs.
- We support the work of our staff by means of regular supervisions and mentoring sessions.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and follow safer recruitment practices.

Changes to staff

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

Managing staff absences

- Staff should only take holiday when the Nursery is closed. Where staff may need to take time off for any reason other than sick leave or training this must be agreed with the Manager and Committee.
- Where staff are unwell and take sick leave, cover is organised to ensure ratios are maintained.

2.2 Recruitment

EYFS Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe		3.4 Wider Context	

Policy Statement

'Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children (including those living or working on the premises) are suitable'. Early Years Foundation Stage Statutory Framework (2012).

'For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed'. Richard Report 2004.

Procedures

- The Heathers Nursery will appoint the best person available for each post.
- No applicant will be rejected or prioritised on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or beliefs.
- Commitment to implementing the groups Valuing Diversity and Promoting Equality policy will form part of the job description for all workers.
- Advertising and interview procedures:-
 - a) vacancies will be advertised, after internal promotions have been considered,
 - b) application forms together with job descriptions will be sent out,
 - c) a shortlist will be made,
 - d) interviews will be held,
 - e) interviews will take place by an assigned group which could include:-
 - i. up to two members of the management committee
 - ii. Early Years Advisor when deemed necessary
 - iii. Manager or another member of staff
 - f) successful applicants will be informed in writing of their appointment on an initial three months trial period on condition of 2 written references and an enhanced DBS disclosure has been obtained for The Heathers Nursery.
 - g) After the trial period the situation will be reviewed and a contract of employment issued if satisfactory. The nursery can extend the trial period at its discretion
 - h) new staff will not be unsupervised until DBS disclosure received
 - i) unsuccessful candidates will be informed in writing

The Nursery will use the Norfolk Safeguarding Children's Board (NSCB) Safeguarding in Early Years and Childcare for further guidance.

- Wages review will take place annually by the Committee during the Summer Term. New wage structure will commence in the Autumn Term

- Qualities in the Heathers Nursery staff are:-
 - a) appropriate training in early years or be prepared to undertake relevant training
 - b) warm personality - liking and respecting both adults and children
 - c) keen on positive parental involvement
 - d) a team player
 - e) willingness to continue learning
 - f) in good health - the applicant will be required to complete a staff suitability declaration
 - g) 2 sound referees
- All staff must agree to comply with their job descriptions and the Code of Conduct.
- All staff are required to attend and keep up-to-date their training in First Aid, Safeguarding Children and the Early Years Foundation Stage. Staff will also be encouraged to attend any other relevant courses as determined between them and the Manager.
- Terms and conditions of employment, employees are:-
 - a) required to observe the up-to-date Health and Safety at Work Act
 - b) required to support the Committee in funding-raising events and to attend meetings as required
 - c) entitled to Statutory Sick Pay
 - d) required to abide by the terms and conditions of the Policies and Procedures of the Nursery.

Grievance Procedure

If an employee is dissatisfied they must have the opportunity for prompt discussion with the Manager or Committee member. If the grievance persists, there should be a sub-committee set up for the purpose of further discussion, at which the employee may, if they wish be accompanied by a friend. There must be a right of appeal initially to the full Nursery Committee. At this level also, the employee's friend or trade union official may be present. The aim of this procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

Disciplinary Procedure

- a) Minor disagreements among the staff or between the staff and committee, can usually be resolved at the regular staff management meeting or informally by discussion
- b) A more serious situation arises when a dispute cannot be resolved, or when the committee is dissatisfied with the conduct or activities of an employee. Instant dismissal is possible only in extreme circumstances of gross misconduct. Examples of such misconduct would be:
 - i. theft or fraud
 - ii. ill-treatment of children
 - iii. assault
 - iv. malicious damage
 - v. gross carelessness which threatens the health and safety of others
 - vi. being unfit through abuse of drugs or alcohol
- c) Otherwise an employee will not be dismissed without the appropriate warnings. A disciplinary matter will normally be dealt with in three stages
 - i. a verbal warning
 - ii. a written warning
 - iii. notice of dismissal

the employee may be accompanied by a friend or trade union official at each stage if they wish and that friend or trade union official may speak on their behalf

- d) If a verbal warning is to be given
 - i. the employee should be interviewed by the Chairperson who will explain the complaint
 - ii. the employee will be given full opportunity to state their case
 - iii. if the warning is considered to be appropriate the employee will be told:
 - 1) what action should be taken to correct the conduct
 - 2) that they will be given reasonable time to rectify matters
 - 3) that if they fail to improve then further action will be taken
 - 4) that a record of the warning will be kept
 - 5) that they may appeal against the decision
- e) If the employee fails to correct their conduct and further action is necessary:-
 - i. the employee will be interviewed and given the opportunity to state their case, as before
 - ii. if a further formal written warning is considered to be appropriate, this decision will be explained to the employee and a letter confirming this decision will be sent to the employee
 - iii. this letter will
 - 1) contain a clear reprimand and give the reasons for it
 - 2) explain what corrective action is required and what reasonable time will be given for improvement
 - 3) warn that failure to improve will result in further disciplinary action which could result in dismissal
 - 4) explain that they have the right to appeal against the decision.
- f) If the employee still fails to correct their conduct then:
 - i. the employee will be interviewed and given the opportunity to state their case as before
 - ii. if the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for the dismissal and giving details of the right to appeal.

If progress is satisfactory within the time to rectify the matters, the record of warnings on the individual's file will be destroyed.

- Appeals

At any stage of the disciplinary procedure the employee must be told that they have the right to appeal against any disciplinary action. The appeal must be made in writing to the committee within five days of the disciplinary interview. The appeal hearing should be held, if possible, within ten days of the receipt of the appeal. The committee will nominate two or three committee members to serve as an appeals committee. Procedures will be informal and the employee may take a friend or trade union official to speak for them.

- i. The employee will explain that they are dissatisfied and may be asked questions
- ii. The Manager or Chairperson will be asked to put their point of view and may be asked questions
- iii. Witnesses may be heard and may be questioned by the appeals Committee and by the employee and the Manager or Chairperson
- iv. The committee will consider the matter and make known its decision

A written record of the meeting will be kept.

- Notice of termination of employment
The employee is required to give four weeks' notice in writing. The committee will give four weeks' notice to an employee who has been employed for less than two years and then one complete week for each complete year of service for employees employed for more than two years but less than twelve. The committee will give twelve weeks' notice to employees employed for at least twelve years.
- These files are kept confidentially in a locked file in the classroom. The keys are held by the manager. Staff can have access at any time to their own file. Files include personal details, correspondence, copy of contract of employment, wage information and staff suitability declarations.

2.3 Induction of Staff, Volunteers and Managers

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

Policy statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members.
 - Familiarising with the building, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

2.4 Student Placements

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.4 The wider context	

Policy statement

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
- We require colleges placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

2.5 Supervision and Mentoring.

EYFS Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Enabling Environments
1.1 Child Development	2.1 Respecting Each Other	3.1 Observation, Assessment and Planning	4.4 Areas of Learning and Development
1.2 Inclusive Practice	2.3 Supporting Learning	3.2 Supporting Every Child	
1.3 Keeping Safe	2.4 Key Person	3.3 The Learning Environment	
1.4 Health and Well being		3.4 The Wider Context	

Policy Statement

The Heathers Nursery believe effective supervision and mentoring of all staff and management is essential to individual health and well-being and in encouraging personal and professional development. The quality of provision is enhanced when practitioners have the right skills and qualifications to work to a high professional standard and are given opportunities to reflect upon their practice.

Aim

We are committed to ensuring that every member of staff receives effective supervision on a regular basis. This is to ensure we are continually evaluating and improving our practice and to give staff planned opportunity to discuss both personal and professional matters and should be approached in a positive, constructive, honest and open manner. This will be supported with regular mentoring sessions.

Supervision will take place at least once every term but may be scheduled more regularly for individuals if needed. During this process, staff will be required to complete a current Staff Suitability Declaration which will ensure every member of staff continues to be safe to work with children.

Mentoring will be scheduled to take place every term, but may occur more regularly where a need arises. Staff may request a mentoring session if needed.

Procedures

What we mean by supervision

A supervision is a regular, planned and private meeting between a manager (or committee member where appropriate) and a member of staff. The setting Manager's supervision will be completed by a member of the committee. The purpose of this meeting is to reflect on and enhance staff performance and effectiveness in the requirements of their professional role and to meet the objectives of the setting.

What we mean by mentoring

A planned and informal meeting between a manager and a member of staff to discuss and support their daily practice. This does not necessarily need to be private, but staff may request privacy if they wish. Opportunity will be taken to make sure essential paperwork is up to date, to discuss progression and accomplishments and to support individual staff with any difficulties they may be having.

Preparation for effective supervision

- Supervisions will be planned in advance and marked in the diary and on the yearly planner. Staff will be made aware of supervision dates.
- Staff will be given their Supervision Preparation sheets at least two weeks in advance to allow them plenty of time to complete.
- Management may carry out learning walks, peer observation and gather together factual information on recent and current work.
- It will be necessary to consider progress, achievements and performance in relation to objectives, plans, standards and targets.

Staff responsibilities

- Staff must complete their Supervision Preparation sheet prior to their allocated supervision time. This should be done considerately with time being taken to contemplate each point. If a member of staff does not have a completed form at time of supervision the supervision will not take place and will be rescheduled within two weeks. Repeated instances may result in disciplinary action.
- Staff will need to complete an up-to-date Staff Suitability Declaration to ensure they continue to be safe to work with children.
- To ensure effectiveness, staff should be prepared to contribute to the supervision constructively.
- Staff should be aware that supervision is an opportunity to discuss both strengths and weaknesses and understand that constructive criticism is a tool to improve practice.
- Staff should take responsibility for their own performance and learning, ensuring it is embedded into their everyday practice.
- Staff should take any action agreed in supervision to improve performance and enhance their effectiveness.

Supervision provides the opportunity to:

- Discuss anything raised in the previous supervision and review action plan, targets and goals.
- Reflect on achievements and provide feedback on performance. This will include reflecting on how you are meeting the needs of the children within the setting in line with current statutory EYFS guidelines.
- Develop skills and understanding.
- Consider additional training and development which will support you to improve your practice.

- To raise and discuss any safeguarding concerns around the children, families and colleagues. Where it is considered to be a serious safeguarding concern, we will follow our safeguarding procedure as outlined in our policy.
- Discuss well-being and any external/personal circumstances that may have an impact on work.
- To agree a supervision action plan, set targets which will be monitored and discussed at the next supervision or sooner if needed.
- Advise staff of their next supervision date.

Mentoring provides the opportunity to:

- Check all essential Key person paperwork and reports to ensure it is kept up to date and completed to a high standard. This is a requirement of the EYFS framework and will also help maintain consistency of practice.
- To discuss individual key children, their progress and observations and to analyse any gaps in assessment. Targets and actions may be given
- To consider any challenges staff may be experiencing and to offer guidance and support.
- Set targets and discuss an action plan to be reviewed at the next mentoring session.

How supervisions will be recorded

At time of supervision the manager/committee member will complete a Supervision record detailing everything discussed and signed and dated by all parties present. An agreed action plan will also be completed.

All paperwork will be kept in the confidential supervision file and a copy will be given to the member of staff/management.