**Staff Recruitment policy**

The nursery has an effective system in place to ensure that all practitioners and other people aged 16 or over likely to have regular contact with children are suitable to do so. The Manager is responsible for ensuring any new recruits, students and volunteers are enthusiastic and have an understanding of the job role.

The nursery expects all people connected with their provision who work directly with children to declare to them all convictions, cautions, court orders, reprimands and warning which may affect their suitability to work with children.

In order to achieve Safe Recruitment:

* Members of staff paid/unpaid will be DBS checked (Disclosure and Barring service) and will not be able to work within the nursery unsupervised until complete and put onto the update service.
* 2 references will be requested these may be done either in writing, email or via telephone
* Full employment history will be requested and any gaps within their history will be investigated and explanations required.
* Evidence of relevant qualifications and identification will be requested.
* Applicant will be interviewed by management.
* When a candidate is offered a position within the nursery they will be placed on a period of probation for 3 months during this time they will be regularly reviewed.
* The new member of staff will undertake 1-week introduction period to ensure that all relevant information, policies, procedures and good practice are provided.

The new member of staff will receive the policies and procedures to read, the risk assessments file and Safeguarding to read and if they are unsure of their job role or any practice within the setting, they are advised to ask a senior member off staff. They will also receive an induction booklet to keep explaining the ethos of the setting and history. During the introduction first day they will be shown emergency evacuation procedure and where all fire exits are located.

All agency/ students/ volunteers will receive the nurseries induction process and will abide by the nursery policies and procedures. All non-permanent staff will never be left unsupervised at any time.

**Good Practice**

This policy has been devised to protect staff and children attending the nursery. At the nursery we understand that there may be times during the day that staff may be left alone with the children. To ensure that staff and children are not left in vulnerable situations the following guidelines should be followed:

* Good communication should ensure that all staff are aware of each other’s intentions and whereabouts. Staff should inform their colleagues if they intend to leave the room, even for short periods of time. This gives them the opportunity to seek cover if necessary.
* Staff should ensure doors are open when nappy changing and toileting whilst maintaining children’s privacy.
* At least two people must be on the premises at all times, and at least one senior member of staff must be present at all times.
* Staff should ensure that they are appropriately placed around the nursery at all times to maintain the safety of the children; this may mean staff and children merging when necessary.
* Staff should be aware that the safety and wellbeing of the children is paramount, staff should use their initiative when attending to minor occurrences.

**Professional Boundaries**

Staff are made aware during their induction the importance of professional conduct whilst working with children at the setting. Children are encouraged to be independent therefore prolonged periods of cuddling and sitting on practitioners’ laps is discouraged. Kissing of children is discouraged and a discussion on professional boundaries with the manager will take place if this is reported. Tiny Robins day nursery understands the importance of loving close relationships on early learning. We aim to provide a balance of professionalism within a home from home environment.

**Ratios staff: children**

The nursery will ensure that the ratio for adults: children are adhered to always. In order to meet the requirements:

* Babies from birth to 2 years- 1 adult: 3 children (Cygnets)
* 2 years to 3 years- 1 adult: 4 children (Swans)
* 3 years to 8 years- 1 adult: 8 children (Wise Owls)

Staff/ volunteers/students under the age of 17 years cannot count towards the ratio and will be supervised at all times. Students over the age of 17 on long term placements may be included in the ratios if deemed competent and responsible. The only exception is when children are sleeping an adult does not need to be present in the room, however should be available nearby within earshot should they be needed.

If for any reason it is found that the above will not be met by the nursery then the contingency plan will come into practice.

**Contingency Plan:**

* Regrouping of children
* Re-organisation of rooms and activities
* Re-deploying of other suitable staff
* Contact other members of staff paid and unpaid not working to request their employment
* Contact agency recruitment to request paid workers

**Qualifications**

Staff are trained and experienced in the childcare field and hold relevant qualifications such as: NNEB, BTec or NVQ, non-qualified staff will be working towards their NVQ’s with a reputable training agency and under the guidance of qualified staff.

The nursery provides employment opportunities and offer apprenticeships. The nursery is working towards all members of staff holding a relevant child care qualification.

All staff at the setting are given the opportunity to access training such as: Safeguarding Awareness, First Aid and all other relevant training. Staff personal development is monitored through supervisions and appraisals.

We also accept students training for the childcare qualification however they are closely monitored by qualified staff and given a full induction.

**Record keeping**

Nursery records:

* Only Management have access to staff files. All staff have access to the information kept on the children. Parents can see these records on request.
* Under the Data Protection Act information and records will be stored with regards to the “Pre-school Learning Alliance Retention Periods for Records”
* The manager will keep Ofsted informed of any changes in staff, premises, management, illnesses or any other important.
* The manager is responsible for making sure all staff have DBS checks although staff are responsible for funding their own DBS check. The management will record all certification numbers and check these on the update service.
* The nursery will display certificate of Registration (Hallway)
* The nursery will keep a record of all risk assessments carried out and any actions taken.
* All records will be kept within the premises of the nursery in a locked filing cabinet.
* The nursery will inform all parents/carers of any notified Ofsted inspections.
* The nursery will provide all parents/carers with where to find a copy of the Ofsted inspection report and a paper copy will be onsite if requested to read.

**Children Documentation**

* It is the parent’s responsibility to keep the nursery informed of any change of details after the initial induction has been completed. The nursery will review the records annually and provide forms to be updated if necessary. Staff are also responsible for informing the management of any changes to their personal details.
* The nursery maintains all records, policies and procedures required for safe and efficient management of the setting and to meet the needs of the children.
* The nursery record and keep confidential files on each child attending.
* The nursery provides personal information the Local Authority about children attending that receive NEG funding as part of the Early Years Census.
* The nursery record information about the Ethnicity of all children attending, however only if a parent/ carer chose to disclose this information.
* The nursery record any child’s learning difficulties and disability status in their files.

**Student Placement**

* We require all students to meet the ‘suitable person’ requirements of Ofsted.
* We require schools placing students under the ages of 17 years within the setting to vouch for their good character.
* 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.

**Photographs**

Tiny Robins day nursery operates a camera, mobile phone and recording device policy in order to protect staff from allegations and maintain high standards of care within the setting. CCTV is in operation in each room to enable safeguarding for staff and children this is only for use by management and is on a secure system.

* The nursery forbids the use of personal mobile phones, personal cameras and recording devices by staff members, volunteers and visitors to the setting, unless specific consent is obtained e.g. Christmas concert parents wanting to record and take photographs that other children may be in; although parents can decline and therefore technology will be banned. Staff or visitors may use mobile phones in designated areas only- office or staff room. YOU ARE NOT ALLOWED TO WALK AROUND THE SETTING ON YOUR DEVICE YOU WILL BE ASKED TO PUT IT AWAY.
* Any personal devices brought into the setting should be placed on silent or turned off and put in the designated place in the office.
* Staff members, students and volunteers may access personal devices during breaks however they are only to be used away from children’s presence- STAFF ROOM OR OFFICE ONLY.
* Any staff, students or volunteers found to be using mobile phones or recording devices while not on a scheduled break will have the device confiscated by management and disciplinary procedures will be implemented.
* Children will only be photographed using nursery i-pads, nursery mobile phone or play camera provided for the children. Cameras, i-pads and nursery mobile phone are to be handed in to the office at the end of each day-locked. Each child must have consent on contacts and information form to say photographs can be taken for the childs Baby days app, display boards or the nursery closed Facebook group.
* Photographs are uploaded onto a secure app which is to stay on the nursery premises unless being serviced.
* The nursery operates a cctv system to safeguard staff and children from allegations, incidents and offer further security. This is only accessible by management and/or Director.

**Social Networking Policy**

This policy has been put in place to protect staff and the reputation of Tiny Robins day nursery and applies to staff, students and volunteers.

When using social networking sites such as Facebook you must:

* Always remember that you are a representative of the nursery, even out of work hours. Therefore, you are responsible for showing the nursery in a good light.
* Never talk about or display photos of staff without their permission and it must be regarded in a positive manner.
* Children and families must NEVER be discussed on these sites or on a personal social networking account even with colleagues or the parents and their information must never be used.
* If you are a member of the nurseries Facebook site you must adjust your settings so that your personal information cannot be accessed through the page.
* Remember that the relationship between yourselves and parents should remain professional at all times. If a parent tries to add you as a friend you should sensitively decline the offer.
* NEVER put photographs of the children attending the setting on social networking sites.
* Do not publish pictures or information showing or stating drunken behaviour, drug using or explicit content. Remember, you are a representative of the nursery. You should ensure that your profile is completely private and families attending the nursery have no access to your account.
* Nursery Facebook- Tiny Robins Facebook group is closed to the public and has high levels of security. The social media will be used to keep parents up to date with nursery activities, events and any information that needs to be shared to the group e.g. parent involvement opportunities such as workshops, play days, topic talk.

**Smoking, Drinking and Drugs**

Tiny Robins day nursery has a policy that smoking is prohibited in all areas of the nursery unless otherwise designated. The nursery is a no smoking area. The nursery staff will support this policy and will ensure that it is observed at all times. This will apply to all staff, parents/ carers, visitors and contractors entering the nursery building. Staff must thoroughly wash their hands with the antibacterial soap provided after smoking before returning from their breaks.

Staff will not be permitted to work in the nursery under the influence of alcohol or drugs. Staff will have to inform the nursery management if they believe any medication may affect their ability to care for children and if this is the case they should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

If any member of staff is found to be under the influence of alcohol, drugs or have not disclosed prescribed medication that may affect their ability to care for children they will be sent home immediately and investigations will proceed into their suitability for employment.

If any members of staff are found to be smoking inside the building, or grounds they will be reprimanded immediately and investigations will proceed into their suitability for employment.

**Disqualification by association**

At Tiny Robins day nursery we understand that we have a legal responsibility to ensure that each member of staff is suitable to work with children and is not disqualified from working in childcare. Checking suitability is essential and is completed during the recruitment and selection process but is an on-going process that is embedded into regular practice. This is during staff supervisions and appraisals by asking each member of staff if anything has changed in their personal circumstances that would affect their suitability to work with children.

In the event of information that suggests a person is disqualified from working with children Tiny Robins day nursery do not allow that person to work with children and must dismiss them if disqualification is confirmed and not waived.

**Allegation against a staff member**

In the event of an allegation being made against a staff member the member of staff will be immediately suspended whilst investigations are carried out. In order to protect all those involved the member of staff will be strongly advised not to contact any staff, children or families connected to the nurseries during the investigation. The member of staff will have DBS disclosures at an advanced level. All persons waiting for their DBS will be supervised at all times by senior members of staff and will not become involved with toileting or nappy changing duties.

In the event that an allegation is made against a member of staff the Local Authority designated officer (LADO) will be contacted.

An allegation may relate to a person who works with children who has:

* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child; or
* Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The LADO will advise as to the appropriate procedures to follow during this time.

**In Nottingham City, the LADO role is undertaken by the following people:**

**Steve Feaver** Managing allegations in all settings (LADO) 0115 8764727

stephen.feaver@nottinghamcity.gov.uk

**Karen Shead** Supporting childcare (0-19) settings in relation to safeguarding & allegations

0115 8764725 karen.shead@nottinghamcity.gov.uk

**Jasmin Howell** Supporting schools and education settings in relation to safeguarding & allegations 0115 8764726 jasmin.howell@nottinghamcity.gov.uk

**Anne Partington** Responsibility for the quality assurance of the process 0115 8764722

anne.partington@nottinghamcity.gov.uk

The information collated from the investigation and the outcome will be provided to Ofsted as soon as possible as reasonably practicable, but at least within 14 days.

**OFSTED** to be informed 0300 123 1231

All staff will be talked through safer working practises, professional boundaries, physical contact and lone working on induction.

**Grievance**

**Grievances** are concerns, problems or complaints that employees raise with their employer. If you have a grievance at work and you feel you cannot resolve this yourself then please follow the procedure below:

Formal procedure

Step 1 - Statement of grievance

Employees must provide in writing, the nature of the alleged grievance and send the written complaint to the Manager within 2-3 days of grievance occurring.

Step 2 - The grievance meeting

* Normally within 5 working days of receiving the grievance, the Manager will write to the employee, inviting them to attend a meeting where the alleged grievance can be discussed. The meeting should be scheduled to take place as soon as reasonably possible.
* Employees are required to take all reasonable steps to attend the meeting. However should, for a reasonably unforeseen reason, either the employee or a member of the management is unable to attend the meeting, it must be rearranged. The employee is entitled to have a companion at the meeting as a witness.
* At the meeting the employee must restate to the members of Management the grievance what the basis for complaint is and how they would like to see it resolved.
* If it is necessary to investigate any new facts then the meeting may be adjourned whilst information is gathered.
* After the meeting, the members of Management hearing the grievance must write to the employee informing them about any decision and offering the right to appeal. This letter should be sent within 5 days of the grievance meeting and should include the details of how to appeal. Employees can seek further advice from Acas, Citizens advice and if they wish they can invite a union of their choice (a union is not provided by the company). The outcome of the grievance meeting could be disciplinary action or termination depending on the nature, if this breaches conduct of the setting set out in the policies and staff handbook.

Step 3 - Appeal

* Should the employee consider that the grievance has not been satisfactorily restored, then they must set out their grounds for appeal in writing within 7 days of the receipt of the decision letter, confirming that they wish to appeal against the decision or failure to make a decision.
* After the appeal meeting, the appeal hearing manager must write to the employee informing them of the Managements final decision. This letter should be sent within 10 days of the appeal hearing.

Step 4- Follow up

* After 2-3 weeks of the resolution of the grievance, a meeting with each individual involved will take place to see if the outcome had the desired effect.

**Anti-bullying and harassment in the workplace**

If you believe you are being Harassed or Bullied you may wish to raise the problem informally with the person responsible. Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour. Alternatively, you may speak to The manager who can provide confidential advice and assistance in resolving the issue formally or informally. If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our grievance procedure. All complaints will be investigated in accordance with our grievance procedure If we consider that there is sufficient evidence to suggest you have been harassed or bullied, we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned. Tiny Robins day nursery will not tolerate Bullying or Harassment, it will in our workplace and all staff are required to treat each other, along with our customers, suppliers, and visitors, with dignity and respect. We also expect to be treated in the same way from those entering the setting, If we feel that a member of staff or the setting is being treated in any of these ways we will ask the ‘Person’ to leave. (Person being whomever has caused the offence).