

# Policy and Procedures

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Staff

This document sets out the policies and procedures that Little Pixies Nursery operates by and gives clear guidance to parents/guardians.



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## Staff

### Confidentiality

The nursery's work with children and their families will bring us into contact with confidential information. It is a legal requirement for Little Pixies to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and emergency contacts. However all records will be stored in a locked cabinet in line with Data Protection registration.

It is our intention to respect the privacy of children and their families and we will do so by:

- Storing confidential records in a locked filing cabinet
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery
- Ensuring that parents have access to files and records of their own children but not to those of any other child
- Gaining parental permission for any information to be used other than for the above reasons
- Ensuring the staff, through their close relationship with both the children and their parents, learn more about the families using the nursery.
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it
- Ensuring staff, students and volunteers are aware of and follow our **social networking policy** in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our **safeguarding policy** will override confidentiality.

All the undertakings above are subject to the paramount commitment of Little Pixies, which is to the safety and well-being of the child.

### Whistleblowing

Whilst we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

It is vital that all team members talk through any concerns they may have with the manager at Little Pixies Nursery the earliest opportunity to enable any problems to be ironed out as soon as they arise. If it relates to the Manager of the Nursery they should talk through the concerns with either Sarah Felkin or Debra Lovell.

## Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS)
- That a miscarriage of justice that has occurred, is occurring, or is likely to occur
- That the health or safety of any individual has been, is being, or is likely to be, endangered
- That the environment, has been, is being, or is likely to be, damaged
- That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

## Disclosure procedure

- If this information relates to safeguarding then the nursery safeguarding policy should be followed, with particular reference to the staff and volunteering section
- Where you reasonably believe one or more of the above circumstances listed above has occurred you should promptly disclose this to the manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to Sarah Felkin or Debra Lovell. Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to Debra or Sarah. Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal
- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.

## Mobile phones and networking policy

We believe our staff at Little Pixies Nursery should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on social networking sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

Staff must adhere to the following:

- Mobile phones are not to be turned on during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the reception office at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. No photographs should be taken of the children on any phones, either personal or nursery-owned
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation

- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery
- Staff should not become friends of parents or allow parents to view their page on their social networking sites.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

## Recruitment and Retention of staff

At Little Pixies Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

### Advertising

- We use reputable newspapers, websites and the local job centre to advertise for any vacancies

### Interview stage

- We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification *prior* to the interview.
- Sarah Felkin, Debra Lovell and the Nursery Manager will all sit on the interview panel and are all involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using original identity documents such as their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK e.g. proof of a National Insurance number. All candidates will be asked to provide sight of qualification certificates and these must be originals, not photocopies.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care. Any gaps in employment and training history will be explored through questioning and any other concerns or inconsistencies on the candidates' application forms.
- The interview panel will then select the most suitable person for this position based on responses to questions and their knowledge and understanding of the early years framework as well as the needs of the nursery
- Each candidate will receive communication from the nursery stating whether they have been successful or not.

### Starting work

- The successful candidate will be offered the position subject to at least two written references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g. their GP). These references will be taken up BEFORE employment commences.
- All new starters will be subject to an enhanced Criminal Records Bureau (CRB) check whether they currently hold an enhanced CRB check or not. This will be initiated before the member of staff commences work in the nursery and they will not have **unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be

undertaken by any new member of staff without an up-to-date enhanced CRB check (whether supervised or not)

- All qualifications will be checked and copies taken for their personnel files
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and receive a mentor who will introduce them to the way in which the nursery operates
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children policy and procedure
- The new member of staff will receive regular meetings with the Owners, Nursery Manager and their mentor during their induction period to discuss their progress.

### **Ongoing support and checks**

- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties
- All staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale
- Each member of staff will receive two meetings a year with the Owners and their Manager, a formal appraisal and a more informal review. This will provide an opportunity for them to discuss training needs for the following six months as well as discuss their performance in the previous six months
- Sarah Felkin, Debra Lovell, Nursery Manager and deputy will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.

### **Legal requirements**

- The nursery abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage.
- The nursery also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the safeguarding policy for further information.