

The Enchanted Rose Garden Nursery and Preschool



Staff Policy

Contents of this Policy

- *General Overview of the Policy*
- *Volunteers and Students*
- *Trainees*
- *Staff Development and Training*
- *No Smoking, Alcohol and Drugs Staff*
- *Grievance Procedures*
- *Disciplinary procedure*

General Overview of the Policy

The Enchanted Rose Garden Nursery is a 'strength based' nursery that highly values its staff members, and recognises that it is in the best interests of the nursery, that the children and each individual staff member is given the opportunity to develop their personal skills to their maximum and to broaden their knowledge and ability to care for the children.

To facilitate this, we:

- *Hold regular staff meetings and room meetings*
- *Operate an open door policy for staff to raise any concerns with a member of the management team*
- *Encourage staff to attend external training courses and workshops, where practical*
- *Encourage staff to pass on their knowledge to those with less experience than themselves*
- *Conduct supervision meetings to give the staff opportunities to express any concerns or training needs they may have*
- *Conduct annual appraisals to consolidate and assess progress and to identify any further training needs*
- *Develop a training plan addressing both qualifications and continuing professional development needs of the setting and of individual staff*
- *Promote a positive learning culture within the setting*

Nursery policies in respect of personnel are governed by:

1. *The best interests of the children, their welfare, care and development*
2. *The Welfare Standards (EYFS) and the Child Care register*
3. *Compatibility between all members of staff and the building of a good team spirit*
4. *Consideration will be given to the advancement of each member of staff both by internal and external training, to help him or her achieve maximum potential*
5. *Compliance with the current legislation*
6. *The provision of a job description for each member of staff*
7. *When recruiting members of staff, the applicant should be made aware of the policies and procedures, especially those relating to discrimination*
8. *Prior to commencement of employment the successful applicant will need to have their DBS in process and have passed the identification process for this, they will need to have 2 references, one of which is from*

their previous employer. Following this they shall be provided with an offer letter (conditional on Disclosure and Barring System clearance and 2 satisfactory references) with a job description and induction procedure

9. Harassment of any member of staff that can be classed as sexual or racial is not acceptable. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.

Probationary Period

All staff will be subject to a probationary period of three (3/6) months. During this period, they will be required to undertake some basic training relevant to The Enchanted Rose Garden Nursery. This will include understanding and following policies and procedures. An in depth induction will be started on the first day of employment by the manager/ deputy manager and will continue over a 12 week process, following this the new staff will follow a mentor programme for the first month of their employment.

Training

The Nursery Managers have responsibility for ensuring that all staff are suitably qualified to carry out their role effectively. For all staff, training will be supported and encouraged and strong links will be established with local Colleges, Birmingham Council and training agencies. Responsibility for training is part of the manager's role but should also be the responsibility of each individual staff member.

Personal Arrangement

If staff members opt to make personal arrangements with families registered at The Enchanted Rose Garden Nursery i.e. baby-sitting, this is purely a personal arrangement and the Nursery accepts no liability in this respect.

Staff Structure

Our staffing structure consists of both full & part time staff, which allows for flexibility when organising each day and when making arrangements to cover staff holidays & sickness.

There is always a minimum of two staff (one must be a senior staff member) present on the premises at all times who are both aged 18 years old or above. We also have additional staff (bank staff) who will work within all areas, depending on the need, in order to maintain adequate staff: child ratios. We occasionally use agency staff and although they are DBS checked, they are never left unattended.

Reviewed by Sandra Zubyte and Samantha Rennie

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