Staffing Policy - Policy 1

Date updated: November 2026

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What Policies apply to this Policy?
All Policies apply to this policy.

Section 1:
What is the general information about this Policy?

The general information about this policy follows below and includes all policies apply.

What other Policies are relevant to this Policy?
All Nursery Policies and procedures are relevant to this Policy.

What is the policy statement?
We endorse this statement from the EYFS: **"***The quality of the provision depends on the suitability of the adults providing day care. Ofsted makes a judgement about the suitability of all registration applicants and registered persons. Responsibility for deciding on the suitability of other prospective staff rests with the registered person."*

What is the staff responsibility for this policy?
Managers have responsibility for monitoring this Policy. The Nursery Director oversees any issues that may arise or clarifications which may need to be made. Team members have a duty of care and contractual to comply with this Policy.

Who does this policy apply to?
This policy applies to all members of the Nursery community, staff, students, parents, carers, early year's professionals, authorised collectors, specialist teachers and all other visitors.

Who is responsible for monitoring this policy?

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Nursery Managers have responsibility for implementing this policy at all sites in the company at all times. Coordinators have responsibility for occasional audits.

What is the procedure for policy review?
This policy will be reviewed periodically. Reviews may be required as a result of research, statutory changes in child care regulations, children's needs, parental consultation, police advice, staff conduct, or suggestions from courses attended by staff. The Nursery Director is responsible for review.

What do we do if relevant law or the requirements for Nurseries changes?
If relevant law changes, or the requirements or guidance for nurseries change we update policies. We always seek current advice from our legal advisors, in cases relating to staff conduct, employment law or rights, staff expectations, and any other similar queries. The nursery will follow all legal requirements at all times. It is the Nursery Manager's responsibility to ensure the correct action is discussed with the Nursery Director and then implemented accordingly.

Section 2:
What are the aims, remit and responsibilities of this Policy?
What are the aims of the policy?
This policy ensures the nursery upholds this statement from the Early Years Foundation Stage (EYFS):"*Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so" and "….are suitable to fulfil the requirement of their roles*". The purpose of this policy is to ensure that all staff understand their obligations, expectations, job role, attendance requirements, conduct expectations and what to do in the event of absence, ill health or any concern. The Policy also details the induction procedure for new staff. The Policy reinforces every team member's responsibility to prioritise children's welfare, safety and best interests, in accordance with the safeguarding and welfare requirements of the Early Years Foundation Stage Statutory Framework 2026.

Section 3:
What about staffing?
What qualifications and attributes do staff require?
Along with those detailed in individual staff job descriptions, staff require the following:

- Qualified staff require suitable training, qualifications and experience as defined by Ofsted which change periodically.
- A passion for working with young children.
- A commitment to provide outstanding quality of care.
- A commitment to safeguarding children and working with others to ensure that children are safeguarded and protected at all times when in the nursery.
- A clear understanding of nursery policy in how it relates to their role.
- The ability and commitment to implement Nursery policy.
- The ability to work successfully as a member of a team.
- The ability and commitment to fulfil their individual job description.
- The potential to be trained and for personal development.
- Outstanding communication skills.
- Outstanding record keeping skills.
- An outstanding understanding of safeguarding and Prevent Duty.
- Enthusiasm for implementing the nursery curriculum and Curiosity Approach.
- An active DBS without blemish.
- A clear DBS.
- A minimum of three positive written references. Four references are required for Managers and Deputies, unless they have had very long period of time in their most recent workplaces. The most recent employee must provide a reference for all new staff.

How do we select staff?
Throughout the process nursery managers must adhere to our Diversity and Inclusion Policy. Potential staff are selected through interview, appraisal of employment history, qualifications, identity checks, DBS checks, proof of right to work in the UK and references. All original certificates must be seen, and a new DBS check applied for even if the applicant is on the DBS update service. Copies of all staff records will be held on file. Potential staff are invited to complete a trial, longer trails are required for seniors. During a trial, qualities can be

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accurately assessed. All staff and prospective staff must disclose information that may affect their suitability to work with children, including relevant arrests, charges, convictions, cautions, court orders, reprimands and warnings, whether before or during employment. Information legally protected from disclosure is excluded. Staff must complete the relevant declaration forms. Failure to do this is breach of contract and can lead to summary dismissal. The Nursery requires 3 written references from email accounts which show the name of the Nursery or institution within the email address. An example of a highly questionable reference is apersonsname@yahoo.co.uk This must be discussed with the Nursery Co-ordinator or the Early Years Coordinator and referred to the Nursery Director. Managers must call each of the referees and note the name of the person spoken to, date and time of the double check and make brief notes on the reference of the conversation. Recruiting apprentices who are applying as their first job in a Nursery, may have previous work references and can also provide details of referees from professionals working in institutions such as schools and colleges. In this instance further character references will be accepted. Managers must also ask all referees about safeguarding and employment investigations. Some companies or nurseries, refuse to divulge safeguarding information. This may be considered as a flag unless it is known to be their policy. However, even if this is the particular company policy, this must be considered in the light of other references for the same person and ongoing working in the Nursery. Managers are responsible for calling and following up all references by phone. Managers have a responsibility and duty of care to be diligent about all potential, new staff, part time, full time, cover staff and specialist teachers. This includes time of observing the quality of care, interaction and level of engagement with the children in 2 of the children's rooms. The rooms should preferably be the oldest and youngest rooms. Trials must be scheduled when Managers are working. If for any reason the most senior on duty must complete the observations.

Staff members may also have their roles in their current setting reviewed if the company feels their skills are better required at another nursey. The company always aims to share current staff that are aware of our practices and trained by us before recruiting from outside.

Recruitment procedures may be altered due to situations such as a potential new team member being interviewed on a video platform if they do not live locally but are moving to the area of the nursery. Applicants who make it through the interview stage will then be asked to attend a work trial.

The nursery follows procedures for Safer Safeguarding. We must haa reference from the most recent employer or from a tutor if they have come to us straight from college. Two other referernences are also required.

Any gaps in employment must be questioned and referred to the Nursery Coordinator and the Nursery Director. Exclusions for gaps in employment history will often be made for people returning to work after maternity or paternity leave.

What about DBS checks?
New team members will apply for a new a DBS check even if they are on the update service. Before a new team member begins work at Nursery, the required enhanced DBS and children's barred-list checks must have been received and checked, and their suitability confirmed. If checks are delayed, the start date must be postponed. A DBS application in progress, supervision or a risk assessment does not permit a new team member to begin work before the required checks have been completed. It is the responsibility of the manager to ensure that all long serving staff renew their DBS's every three years even when a new staff member is part of the DBS update service. Occasional audits may be undertaken and the SCR updated. The company always applies for new DBS's for new team members even if they are on the update service. The manager must have log in details so that annual checks can be made.

The Nursery Coordinator will review manager's Single Central Registers periodically to ensure that all DBS certificates are up to date and updated every 3 years.

How does the EYFS define a Suitable Person?
The EYFS states "*providers must ensure that people looking after children are suitable to do so and fulfil the requirements of their roles*". In addition to this, it also defines the following requirements:

- "*The Manager must hold a full and relevant Level 3 qualification.*"
- Managers appointed on or after 4th January 2024 must hold a suitable Level 2 qualification in maths or achieve this within two years of starting in the role. This requirement does not apply to existing Managers moving between managerial roles within Children-First.

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- *"Have at least two years experiences in an early years setting, or have at least two years other suitable experience."*
- *"The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence."*

How does the Company define a Children-First Suitable Person or CFSP?
The CF Suitable Person here is defined by Children-First.info and is different to that defined by the EYFS. The company require more checks and suitability than the EYFS definition. For the purpose of best practice the role is called a CFSP. The company uses the definition of a CFSP to identify a senior staff member who has additional responsibilities to be left in sole-charge of the Nursery. This is usually the nursery manager, deputy nursery manager, and third-in-charge. It is also be extended to other senior staff members if they are thought capable and qualified, and in cases of less senior staff will be required to have passed their probation.

To be a CFSP, the staff member must meet the following requirements:
- Be a 'senior' staff member in the nursery.
- Hold a full and valid paediatric first aid certificate.
- Have a clear and active DBS check.
- Be qualified to a minimum of a Level 3 in early years or other suitable qualification as defined in the EYFS.
- Pass a CFSP interview with a Nursery Manager.
- Show very high levels of competence at ensuring staff are maintaining ratios and be able to plan staffing and move children into rooms, to avoid engaging agency, cover or additional staff, without the specific email agreement of the provider.
- Have appropraite allergy training and be able to administer an Epipen.

If a CFSP has a DBS underway but it is not yet returned, then they are unable to be left in charge of any Nursery or alone in a room or with children. Other aspects of their job role may be continued, such as a room leader role, with due regard to the Children-First policy on staff who are not yet DBS cleared and a risk assessment. Suitable people may be required to re-take Suitable Person Interview questions to refresh their knowledge and show managers that they remain suitable within the company. Suitable people that are investigated or face disciplinary action may also be asked to re-take suitability interviews and suitability may be suspended temporarily or removed. Staff may not be a Suitable Person when conduct is being investigated or during disciplinary action.

What about staffing in the Nursery?
The company follows the EYFS staffing requirements for all nurseries as a minimum. This states that, "*the Nursery Manager must hold at least a full and relevant level 3 qualification, there must be one level 3 staff member in each group room and at least half of all other staff must hold at least a full and relevant level 2 qualification*". There must always be at least one member of staff on duty who is a CF Suitable Person and meets the requirements. Occasionally a staffing audit will be undertaken. An annual review of staff, pay, bonuses, qualifications and training ensure that the nursery has an ongoing development process in place. This process is linked to meetings during the year and the twice-yearly appraisal process. On gaining a new qualification staff enjoy a pay review. The nursery does use agency staff and will always share team members across the company to cover for emergency ratios due to situations such as staff sickness and holidays. The Nursery Co-ordinator is also available to support each nursery as and when needed.

What is a probationary period?
The probationary period is defined in the employment contract. It is usually six months. If the Nursery has concerns in relation to an employee, it can be extended by agreement with the Nursery Manager and the Company Director. Performance reviews should be completed at 1 month, 3 month and 6 months or more frequent reviews or supervisions if needed with the aim of improving performance or if the Team member requests this. Targets and Personal Improvement Plans (PIP's) are always set in meetings. Probation can be extended subject to legal advice. In the event of a probation being extended Managers must set clear targets for improvements and a PIP. A deadline must be set, and probation reviewed again. Advice is always taken from our employment solicitors. In the event of a team member not passing their probation in their current role the nursery will look for ways to maintain the team member is a different role. If the team member has exceptional skills and a willingness to improve. This can be in the same Nursery or at another Nursery in the company. In this instant salary must always be reviewed. When team members change roles or are

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promoted to higher roles within the company they will be placed on a new probationary period unless this is otherwise agreed with the Nursery Director.

Can team members care for children out of hours?
Staff at the nursery are entitled to care for children attending the nursery out of hours, providing it does not conflict with Nursery duties or relationships with the family. This is not a requirement of staff, but a voluntary agreement entered in to between the member of staff and the parents involved. All arrangements of this kind must be made out of the team members shift pattern. The Nursery accepts no responsibility or liability for these arrangements, what happens within them, or the individual requirements of the children during these times. Staff are not permitted to take children into their personal car unless Nanny Insurance has been purchased, a copy of which must be kept in the Nursery and updated annually or each and every time the policy expires. There are no exceptions to this instruction. An 'Out of Hours Agreement', form must be signed by the employee, child's parents, and nursery manager beforehand. This can be found in the Parent Partnership Policy. Staff may not care for children out of nursery hours at any time if the care or relationships conflict with the interests of the Company, its children, other members of staff, or Children-First. Any such concerns must be brought immediately to the attention of the nursery manager so that a decision can be made as to whether there is a conflict of interests. The Nursery Director must be informed of all concerns. Where there has been a conflict of interests, staff are not permitted to baby sit. If the conflict continues then an investigation and disciplinary proceedings may follow. In all cases, should such a situation arise, the disciplinary procedure will be followed.

Section 4:
What responsibilities do different team members have?
How does each team member know their responsibilities?
All team members have a contract and clear job description which lays out their personal responsibilities in detail. Senior staff also have clear responsibilities and contracts. Job descriptions and variations must be reviewed and changes made at the discretion of the Provider.

What responsibilities do unqualified staff have?
Unqualified staff are responsible for working with the children, getting to know the children, staff and parents, participating fully in nursery activities, developing their skills and learning about the Nursery polices and procedure through the induction process. Unqualified staff must not have responsibility for a key group until they have completed their probationary period. Unqualified staff must never be left with children even if they have a clear DBS unless in a complete emergency or whilst suitable staff are arriving to cover due to unforeseen circumstances. If employed as an apprentice, they must begin professional training during their probationary period once inducted into Nursery. Apprentices are employed in collaboration with a training provider. Failure to hand in work or complete the course will also affect employment by the nursery and usually leads to further Supervisions or a Performance Review of the apprentice and potentially disciplinary action and termination of contract. Unqualified staff are offered training opportunities regularly though the nurseries partners to undertake level 2 and 3 qualifications in Childcare. Unqualified staff also have access to training from the NDNA, https://noodlenow.co.uk/ , https://www.milliesmark.com/ https://www.theallergybadge.com/ and, to improve knowledge. Unqualified apprentices or other unqualified staff must be inducted in the same way as other staff and complete the induction schedule. It is the responsibility of senior people in the Nursery to manage unqualified staff and apprentices. Suitable people are required to train and lead by example to ensure than team members learn at all times and meet the needs and interests of the children. In line with the Early Years Statutory Framework 2025 competent team members studying for a Level 3 qualification may be counted as level 2 qualified, while competent unqualified team members stufying for a level 2 qualifcation may be counted as level 1 qualified.

What responsibilities do new staff have?
New staff are expected to fulfil their job descriptions in context of the induction and probationary process. New staff must not be left alone with children until the nursery manager deems them competent. New team members will have a key group after completing their probationary period or sooner at the discretion of the manager. Formal reviews of probationary reviews are conducted by the manager or deputy manager, there may also be supervisions resulting in a PIP, (Personal Improvement Plan).

What responsibility do key workers have?

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Key workers have a responsibility and duty of care to ensure next steps are planned and delivered and children's records are properly maintained. Full job descriptions are in each team members contract. Key workers are the main contact for families of their key child.

What responsibilities do lead practitioners have?
Lead practitioners will have roles agreed with their Nursery Manager or the Nursery Coordinator. Lead practitioners are usually required to do extra training linked to their responsibilities.

What responsibilities does the nursery chef have?
Children First Nursery Chefs have the responsibility to work both in the kitchen and in the rooms with the children and will be subjected to the same employment checks and probationary reviews as practitioners. The nursery chef is responsible to cook high quality meals from the menu, ensure dietary requirements are met, keep up kitchen record keeping and keep the kitchen clean on a daily basis as well as covering in ratio in the morning and at lunch time or at other times if needed. Chefs check children enjoy the food at meals time and talking to them about the meal as well as taking part in cooking activities with the children. Chefs hold responsibility for checking all food for children, especially the labels and contents of ingredients for meals which may contain allergens and potentially cause harm to children. The Nursery chef is responsible checking labels on food delivery packages for allergens, for managing allergens in the kichen, delivering meals for all chidren with preferences, dietary requiements and allergen free food.

What qualifications and skills does a Nursery Manager or CFSP have to have?
A CFSP will have an interview with their Nursery Manager or a Nursery Coordinator to ensure their suitability status and compliance with the points below. Suitable skills and qualifications are:

- Fully understanding the EYFS Statutory Requirements, as well as any other requirements by Ofsted.
- Being able to implement the EYFS statutory requirements and nursery policies.
- Being able to fulfil the job description of nursery manager.
- Relevant training as defined by the EYFS statutory requirements.
- Relevant suitable qualifications as decided by EYFS statutory requirements.
- Relevant experience with a minimum of two years in a senior role previously.
- Skills in communication, decision making, prioritising and managing team members and visitors.
- Ability to make decisions about the suitability of any staff or volunteer.
- An outstanding understanding of all Children-First Policy and procedures.
- Lead by example at all times showcasing following all policies and procedures and enduring they are in place.
- If a variation of policy is required for any reason, a risk assessment must be completed and share with the Nursery Coordinator and Nursery Director in advance.
- Ensuring confidentiality in the Nursery.
- Ensuring that the team do not discuss information that is confidential in relation to children, families and staff. Examples include disciplinary action and vulnerable children. In these situations, senior staff should know on a need-to-know basis.

What responsibilities do Managers have?
Every Manager is responsible for reaching and maintaining an Ofsted Outstanding nursery. Managers take overall responsibility for the safe, smooth and effective running of the Nursery and getting the best outcomes for children possible. Responsibilities include:

- Lead in and adhere to all Nursery Polices and procedures.
- Managers are responsible for building and motivating teams.
- Managers are responsible for all parent bookings for their children. Managers must adhere to the Parent and Carer contract, specifically that all children must attend a minimum of 2 or 3 days and attend either a Monday or Friday. If for whatever reason a parent or carer requires a booking pattern does not include a Monday or Friday, this must be referred to the Provider giving detailed and specific reasons. Email consent from the Provider may or may not be given before the child can be booked in. Consent would need significant extenuating circumstances.
- Managers are the lead suitable person and Designated Safeguard Lead in the setting.
- Monthly budgetary management is managers responsibility. Fiscal responsibility is a requirement.
- Ensuring that the chef adheres to the menus created and recipes published in the Government Guidance, regarding these recipes and potion control. This ensures outstanding nutrition for the children.

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- Ensuring that all managers continually monitor food for children with allergies, preferences and dilatory requirements.
- Ensuring that all team members are aware of children's allergy and/or medical requirements and that children's needs are met and their health is safeguarded.
- Managers are responsible for statutory documentation and ensuring it's accuracy.
- Managers must not allow any other person than the Nursery Coordinator to use the credit card. Managers must not facilitate, enable, ask, coerce or agree to any other team member using the nursery credit card. If the Manager is absent or on leave, the Deputy Manager, Senior Deputy Manager or Nursery Co-ordinator will have delegated responsibility to place orders. Orders placed by a deputy manager or senior deputy manager will need to be checked by the provider. No other person must have access to or use of the credit card.
- The Manager, Nursery Coordinator or Provider are solely responsible for job offers and screening staff. No other team member can offer employment. Managers must have email agreement from the provider that there is a role available before interviewing and potentially engaging new team members. Full details of any interviewed person including C.V. potential rate of pay and hours of employment per week must be agreed by email by the provider before an offer of employment is made. Managers must agree by email all and any additional staffing, above ratios required based on the specific ages of the children.
- Ensuring that the Provider is informed accurately regarding any and all written, 'Variations of Contract', or letters of variation for part time or cover team members. These can only be offered once email consent from the Provider has been agreed.
- Managing TOIL effectively so that accrual does not become a financial burden on the Nursery.
- Ensuring that all staff who apply for a DBS through the company to ensure safer safeguarding
- Ensuring that TOIL only accrues when it is necessary. Necessary reasons include: senior staff dealing with safeguarding issues, emergencies in the Nursery, ratio cover and other time needed to ensure the safe and effective running of the Nursery.
- Ensuring records are kept to a high standard ad the staff records are reflected in the single central records.
- Maintaining the nurseries Millie's Mark Award.
- Managing team member's performance through suitable people interviews, PIP's supervisions, appraisals, and performance reviews.
- Organising monthly team members to train the team in areas of constant development.
- Understanding that they are ultimately responsible for the day to day running of the Nursery, the atmosphere of mutual respect and confidentiality where required.
- Managers must deliver an outstanding proactive approach and adhere to all policies to drive practice forward.

Section 5:
What does induction mean and how does it happen?

What is Induction?

New staff should be inducted following recruitment. Internal Team members changing role also need to go through an induction process regarding new responsibilities. Induction is the process of learning about the specifics of the new role, responsibilities, nursery policy and procedure. This part of the policy covers the following areas:

- Starting work and induction policy for new cover, part time and full time staff.
- Induction policy for temporary staff.
- Starting placements induction policy for students.

For the purposes of this policy temporary is defined as up to and including 20 working days. Any person employed on a part time permanent basis or part time absence cover basis must be inducted according to the full time induction policy and the Nursery.

Who is responsible for the starting work and induction policy for new staff?

Nursery Managers are responsible for this policy. If the manager is absent, then the responsibility falls to the next most senior staff member on duty. The Nursery Co-ordinator is responsible for inducting managers. Each nursery has an induction co-ordinator who will support new team members through their induction process alongside the manager. Nursery managers must review all team members inductions and ensure that team members have effective knowledge in each area. Team members must read all policies and procedures and complete the policy questions to show an understanding.

What happens before a Flexibank or part time team member starts work?

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All new team members will have been shown around the Nursery after their first interview and during their trial period. They will have met some of the team and been given some information. Job descriptions within employment contracts, links to Policies on the website, Starters Forms etc, should be sent by email as soon as possible after the job offer is made. Copies of paperwork that needs to be returned can be sent by post or dropped in. If the employee does not have access to a printer, they can collect paper work or we can post it. Contracts must be signed and filed. The required enhanced DBS and children's barred-list checks must be received and checked before a new team member starts work. A DBS application in progress does not permit the team member to begin work.

There must be two copies of employment contracts for each employee. The employee keeps one copy of their contract and job description, and the other is returned to the Nursery Manager to file in the employee staff file. Both copies must be signed by both parties. Managers sign on the behalf of Children-First. All staff are informed of the new Team members DBS status through instructions from the Nursery Manager, and on the weekly staffing rota which must detail an employee's qualification and DBS status. The Room Leader of each room must know each Team members staff suitability of in their room; including cover staff if they are placed to work in their room that day. If the new team members DBS is still processing a risk assessment must be completed by the nursery manager.

What needs to happen before the first day of work for a new team member as part of induction? (PRE-START)
New workers must visit for about half a day prior to their start. Team members cannot start work if they do not have a DBS, a DBS is not set up or they fail to provide the correct documents required. Additional information given will vary upon job role and be Nursery specific. The detailed Induction and Staff Training Schedule forms part of this policy and must be used for induction. Time worked will be paid for. All staff must be informed of the following procedures during their pre-start visit:

- A link to Children-First website for policies should be sent out to new team members before starting at nursery by email.
- Policies must be read and all questions noted and ask during the pre-start visit.
- Links to online training will be sent out to new team members and the certificates for this can either be printed at home or sent to nursery for printing. Managers should bring new team members in for a full day of online training as their first day of employment or during their pre-start.

What must happen and be discussed during a pre-start visit?
Staff must be informed of the following procedures during their pre-start visit:

- The importance of bringing their documents to the pre-start for their DBS to be set up as they cannot start work without this being done for reasons of safer safe guarding.
- Policies are discussed and questions discussed. The sign off sheet must be signed off.
- Fire procedures, pointing out exits, firefighting equipment, & evacuation instructions must be given and shown.
- DBS clearances, personal care routines, lone working, nappy changing must be discussed.
- New staff must not open the entrance door, handover children, or release the door under any circumstances.
- Nursery security which is site specific.
- Mobile phones policy and the phone locker and signing phones in and out.
- Maintaining ratios and the statutory ratios.
- Nursery presentation standards must be show cased.
- Children's allergies and the dietary requirements list must be discussed and scutinised. New team members must not make or handle food.
- Walk around nursery premises, with the nursery manager pointing out key safety points, such as safety gates, cupboard locks, etc.
- Personal social networking sites guidelines.
- Risk assessments.
- Training on-line and policy questions and/or questionnaires.

There must be a timed planned fire evacuation practice to be co-ordinated by the Nursery Manager or Deputy. This will ensure familiarity with procedures. Team members will be paid for the pre-visit and training time if the new employee can stay longer.

What is the induction procedure for new Managers?

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There is an induction procedure for all new managers. Additional information given will vary upon aspects of the job role and be nursery specific. The detailed Induction and Training Schedule procedure within this policy must be used for induction. Managers will be inducted by the Nursery Coordinator, where possible. The Coordinator will be present at the Nursery for the first 2 weeks if possible, or the new manager will be present at another nursery for the first 2 weeks, or a combination of both. The Nursery Co-ordinator will also be available to support with financial tasks until the Nursery Manager is competent in these aspects.

What is the induction procedure for new Nursery chefs?
Nursery chefs may be required to spend the first week at a sibling nursery being inducted to the kitchen by another Children-First chef. The induction may cover;

- Health and safety practices.
- Food hygiene training.
- Food hygiene practices,
- Allergies and details of children with specific allergies or dietaryrequirements.
- Portion control.
- How to use the recipes from the Government Guidance in the rotating menu to ensure outstanding nutrition.
- Children-First menu and recipes
- Cooking with the children
- Covering in ratio and covering lunches.
- How to reserve a slot and order the shopping
- Shopping budgets.
- Keeping the kitchen clean, hygienic and organised and ensuring appliances are cleaned weekly. This includes the dishwasher.
- Requirements of the Environmental Health Officer.

What is the induction procedure for temporary staff and agency cover?
For the purposes of this policy, temporary is defined as working at the nursery over 20 working days. The policy for new staff will apply to any person who we intend to employ for longer than four weeks. It is the responsibility of the Nursery Manager or most senior member of staff on duty to deliver induction. Permanent staff must be informed whether temporary staff have DBS clearance. Agency staff must have DBS and proof of identity checked before starting work with the children. Temporary staff and agency cover induction must be delivered in the following areas:

- Safeguarding and child protection policy.
- Fire procedures, pointing out exits, firefighting equipment, & evacuation instructions
- Temporary staff must not open the entrance door, handover children, or release the door under any circumstances.
- Nursery security which is site specific.
- Mobile phones policy must be kept in phone lockers monitored by CCTV.
- Physical contact and behaviour management.
- Maintaining ratios.
- Nursery presentation standards.
- Children's allergies and/or dietary requirements.
- Walk around nursery premises, with the Nursery Manager pointing out key safety points, such as safety gates, cupboard locks, etc.
- Temporary staff must not be left alone with children.
- Temporary staff and agency staff must not handle or prepare food due to allergies requirements and preferences.

Whilst showing the temporary person around the Nursery, a general job description and requirements should be defined. Within the Nursery all other conduct requirements and procedures apply to temporary staff. Permanent staff should be informed as to whether a temporary member of staff has appropriate DBS and qualifications. Temporary members of staff must not administer medicine, or act in loco parentis in an emergency.

What is the induction procedure for students?
The student placement officer is responsible for the Induction of students and therefore the implementation of this policy. Where possible, the Room Leader of the student's room should be their mentor. Students must

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be shown around the nursery in the same way a new staff member would be. Students should be sent the link to Children-First website to get a feel for the Nursery and read the Polices. Managers must create students staff files with the required documents.Students must:

- Be inducted into policies in the same way as team members.
- Understand student placement expectations.

The following procedures must be explained to students and unqualified staff. They must not:

- Administer medicine or first-aid.
- Be alone with a group or individual child.
- Take part in any personal care routines for children, such as changing clothes, nappies, etc. unless supervised as part of their learning requirements by a CF Suitable Person.
- Open the entrance door or handover children.
- Be responsible for managing children who have dietary requirements or allergies.
- Use mobile phones whilst working. The procedures for storing phones and signing them in and out must be adhered to.
- Use the Nursery cameras unless used under strict supervision by a CF Suitable Person. The camera or memory card must never be taken off the premises.

At the discretion of the Nursery Manager, students may have the opportunity for paid employment in the Nursery when required to make up ratios, holiday or absence cover etc. If this is to occur, relevant employment checks must take place which are standard within new employee procedures. All relevant checks will be carried out as per recruitment procedure. In this case the student must be treated as if they are a new employee and must be followed. This request must be submitted to the Provider and full details of the terms and length of cover needed to maintain ratios and ensure the safe and effective running of the Nursery.

Section 5:
What is the attendance and absence procedure?

What days are included in the absence?

Throughout this document, days of absence include any Bank Holidays, weekend days, or religious holidays which may fall within a sickness period. Periods of absence are also logged when a member of staff may go home during the day for an unforeseen reason. In these cases, the actual time the employee left is recorded. This may then be logged as time off in lieu (TOIL) or as unpaid.

What procedure must a team member do on the first day of sickness?

On the first day of absence the Nursery must be contacted 15 minutes before the nursery opens regardless of shift start time. The exception to this is if the employee is due to start their shift at this time, in which case they must call the nursery sooner. A phone call from relative, partner, spouse or friend is not acceptable unless the employee is totally incapacitated; acceptable examples of this are being under anasthetic or undergoing a surgical procedure. If a team member is in hospital they must call, as an email may not be read if the team are busy setting up or witht the children. If possible, the estimated length of absence should be stated. The Nursery must be informed by 3 p.m. as to whether absence will continue for the following day. Sickness must not be reported via email, text message, WhatsApp or any other method of communication. Staff must ensure that they provide a discharge notice from the hospital so that the nursery knows that they are fit for work. Failure to follow these procedures could result in disciplinary action.

What must a team member if they are unwell?

Team members must continue to follow the Nursery's sickness reporting procedures. Employees can self-certify their sickness absence for the first seven calendar days. If the Nursery requests additional medical evidence during this period, any reasonable cost will be covered by the Nursery.

What must a team member do if sickness continues beyond seven days?

If sickness absence continues for more than seven consecutive calendar days, including weekends and bank holidays, a Fit Note must be obtained from an authorised healthcare professional. This must be emailed to the Nursery as soon as possible. Further Fit Notes must be provided if the absence continues beyond the period covered by the previous certificate.

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Statutory Sick Pay (SSP) is payable to eligible team members from their first qualifying day of sickness absence, where they are unable to work due to their own illness or medical condition. SSP does not apply to absences taken solely to care for a sick child or other dependant. Such absences will be managed under the Nursery's relevant leave procedures and statutory entitlements.

What happens when a team member returns to work?
An informal interview will be undertaken by the Nursery Manager. The Return To Work form will be completed. A record will be kept. This will enable any concerns to be raised, planning to be made and management analysis to be undertaken. The employee can request a copy of this or any other forms.

What happens when there is regular or frequent absence?
According to the latest Office for National Statistics (ONS) figures, published in May 2026, the UK sickness absence rate in 2025 was 2.0%, equivalent to an average of 4.4 working days lost per worker. This is the most recent data available. If the nursery manager have concerns over a team members absence a supervision meeting will be held and a PIP completed. Absence totalling more than ten or more days occasional days or fifteen certificated days will result in a email being sent from Head Office to the team member requesting an health report or an occupational health report relating to underlying causes. Any charges for the report will be covered by the Company. Appropriate action will be decided in line with legal advice from Markel Law. Nursery managers will be responsible for keeping individual staff attendance records up to date to evaluate team member's absences.

Can the Nursery require team members to have a medical examination or Occupational Health Assessments?
Where there are concerns regarding a team member's health, sickness absence or ability to fulfil their duties, Children-First may request an assessment through Prosperite Occupational Health, with the employee's agreement. This may help identify underlying health concerns, appropriate support, reasonable adjustments and fitness for work. Medical reports will only be shared with the Nursery with the employee's permission and will be treated confidentially. As far as possible, appointments will be made during the opening hours of the Nursery. Public transport travel costs will be met by the Nursery.

What if absence is due to mental health or wellbeing?
Team members must follow normal reporting procedures. Team members can use the free unlimited counselling service to support them during this time. This is a totally anonymous service 03330002082. All team members can use this as a one off or book regular slots. Nursery managers will also take part in checking in calls with team members to try and support them back to work. Support plans will be put in place if needed.

What do team members have to do whilst sick?
Staff that are unfit to work in the nursery are considered to be involved in rest and recuperation. Staff are not expected to babysit, look after children from nursery, be on Holiday, enjoying days out, complete driving test or have interviews during sick leave. Staff who are found to be completing duties which contradict their reason for absence will be invited to a meeting to discuss this during an investigatory meeting.

What about other absence?
Children-First does provide other leave in line with statutory requirements.

Does the Nursery provide maternity and paternity leave?
All statutory regulations will be provided for. The nursery and the person on leave will follow current guidelines relating to communication in order that adequate planning is made. The anager will consult with the company legal team for confirmation on an employee's rights and obligations where a query may occur. This may include leave for adoption, fostering, IVF, shared parental leave, and any other similar leave and keeping in touch days.

What happens if a team member is called for jury service?
The Nursery Director must be informed of any request for a member of staff to complete Jury Service. A decision may be made to apply to the court to defer on cancel. This is dependent on child and nursery requirements and the need for CF Suitable Persons. All statutory regulations will be implemented. Costs will be claimed from the court by the juror to offset against salary costs. The Juror must inform the Nursery as soon as they are released from service and are required to return to work. The Juror is required to inform the Nursery if

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they are sitting on a case which is expected to exceed their service period. However the Juror must inform the Court that they are required back to work to maintain staturoty ratios after two weeks.

Can team members ask for compassionate or special leave?
Leave must be requested in writing or by email. The Nursery Director and nursery manager will give sympathetic consideration to a request for absence for work on compassionate grounds or family grounds. Grounds may include bereavement, funeral, or serious illness of a very close friend or immediate relative or dependant e.g. father, child, sister, spouse, partner, wife or husband. Each request will be considered on it's own merits without recourse to precedent for the person concerned or other team members. Leave will be granted without pay. It can be withdrawn at any time.

How much annual leave do team members receive?
Annual leave is granted according to contract. In the first and final years' service leave will be granted pro-rata based on the period worked in the year of leaving. Annual leave will be granted when other members of staff are in attendance to ensure adhesion to childcare legislation. Staff members will not normally be able to take more than two consecutive weeks at any time. Special consideration for unique events may be given for special circumstances without recourse to precedent.

How does taking leave affect Managers?
Nursery managers and deputy managers must not be absent at the same time. Managers across the company must not be on leave at the same time. This will be co-ordinated across the settings. All leave must be requested to the Nursery Co-ordinator and added to the Managers Annual Leave Calendar.

Will Children-First give unpaid leave?
All leave must be requested in writing. In certain personal circumstances unpaid leave can be requested and granted. The nursery manager and Nursery Director will give sympathetic consideration to such requests. Permission may be granted, with due consideration to the requirements of childcare legislation. Request may be considered on its own merits without recourse to precedent. Alternatives to unpaid leave will be considered at the request of the employee may be granted without recourse to precedent.

Does Children-First allow emergency leave?
Team members are entitled to reasonable time off for unexpected emergencies involving a dependant, including a sick child, in accordance with statutory requirements. They must inform the Nursery Manager of the reason for their absence and expected duration as soon as reasonably possible. This leave is normally unpaid unless otherwise agreed. Other requests for emergency leave will be considered individually by the Nursery Manager and referred to the Nursery Director where necessary.

What happens when a team member takes unauthorised absences?
Unauthorised leave is a breach of contract and is therefore is a matter for investigation, potential disciplinary consideration and action. Failure to notify the nursery of absence is considered unauthorised, including failure to follow the company's sickness procedure.

What happens if team members do not follow the correct reporting sickness procedure?
Team members must call the nursery 15 minutes before it opens to allow the manager or suitable person on shift to cover ratios. Team members must then call by 3:00pm to alert the manager if they will be in the next day. If team members do not follow the correct reporting procedure this will be investigated and a potential cause for disciplinary action. Texting Managers or other forms of contact out of hours are unacceptable when they relate to sickness absence. Team members who are hospitalised must keep the nursery up to date in person by phone at the required times.

Do team members receive time off in lieu (TOIL)?
Overtime worked by an employee will be logged as Time off in Lieu (TOIL), and must be recorded on the correct form. TOIL must be requested and agreed by the Manager on duty before it is worked. TOIL must be recorded on the appropriate document, so that the nursery director is aware of staffing needs. TOIL must be taken at the convenience of the Nursery and when staff and managers are not required for ratios. When the nursery is quiet managers must send staff home if ratios allow so that TOIL does not build up. Requests to the nursery manager for TOIL, will be considered in the light of statutory childcare requirements. TOIL cannot be accrued and taken as annual leave. TOIL must be reflected in the nursery registers and approved by

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managers. TOIL cannot be accrued and taken into the next year. Any team member who has accrued more than 8 hours of TOIL must be flagged up. Managers TOIL must be approved by the Nursery Director or Nursery Coordinator.

What happens when a team member is late?
Absence due to lateness must be deducted from TOIL or breaks. Persistent lateness could be a disciplinary matter. Where TOIL is not available adjustments to pay will be made at the discretion of the company.

What is absence whilst performing Nursery duties?
There are times when members of staff, particularly senior members of staff, are required to perform Nursery duties outside the nursery premises, such as training, shopping for food or resources. Staff must carry out these duties efficiently and return to the nursery as soon as these duties are complete. Absence from Nursery premises in such circumstances is not considered absence from work.

Is there any other leave that can be taken by team members?
Requests must be made in writing. Leave will be considered in the light of current statute. Any other leave considered by the nursery manager and not covered directly by this policy will be considered as a unique request. Any leave granted whether paid or unpaid will be made without recourse to precedent. All such requests must be referred to the Nursery Director.

Are team members allowed to carry over annual leave?
Carrying over leave presents problems in coordinating staffing in the Nursery and maintaining continuity for the children. Nursery managers and deputies coordinate their leave through the Nursery Coordinator to ensure that only one manager or deputy is absent at one time. For team members who have 28 days leave, this must be taken during the year as 28 days is the statutory minimum, which is pro-rata for part time staff. Statutory annual leave must be carried forward where an employee has been unable to take it because of maternity or other statutory family leave, qualifying sickness absence, or where the Nursery has not provided a reasonable opportunity to take the leave, in accordance with the Working Time Regulations. Any carry-over must be recorded and agreed with the Nursery Director.

Can team members take time off during working hours for medical appointments?
Hospital and medical appointments in connection with a current pregnancy or IVF can be taken and will be paid according to legal requirements. Proof of appointments must be given to the manager before the appointment is attended, such as an appointment card, text or letter. All appointments for other treatment should be made outside working hours. Unpaid leave or TOIL may be allowed for other medical appointments. Requests for leave to attend appointments can also be made to the Nursery Manager for consideration. A decision will be made without recourse to precedent. Notice must be given where possible so that the company can arrange cover staff for ratios. Occasionally shift changes may be required to enable staff to attend medical appointments. Team members needing time for medical appointments must attend work before or after or both depending on the time of appointment. It is expected that appointments will be made when a team member is not on shift to facilitate the smooth and effective running of the Nursery. If this is not possible appointments must be arranged early in the morning or late in the afternoon.

Can team members take dependents leave?
Team members must request this in writing preferably by email. Dependents leave will be granted according to statute.

Are there additional sources of information?
Current Government and ACAS Guidance
Maternity rights and statutory maternity pay: https://www.gov.uk/maternity-pay-leave
Time off for dependants: https://www.gov.uk/time-off-for-dependants
Working time, annual leave and holiday entitlement: https://www.gov.uk/holiday-entitlement-rights
ACAS employment advice: https://www.acas.org.uk
ACAS Helpline: 0300 123 1100
Current statutory guidance should always be consulted, as employment legislation and entitlements may change.

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Section 6:

What are the staff conduct requirements and prohibitions?

What are the conduct requirements?

Conduct standards, policies and procedures are written with regard to the ACAS code of practice, existing law and Children-First legal advice. They are subject to review as required. Throughout this document the term Nursery refers to Independent Place Nursery and Baby Nursery, Queens Pre School Day Nursery and Queens Baby Nursery. Children-First will follow a fair disciplinary procedure in accordance with the ACAS Code of Practice, regardless of an employee's length of service. Statutory unfair dismissal rights will apply in accordance with the qualifying period in force at the time. The disciplinary procedures should not be confused with the required conduct requirements and standards which do automatically apply to staff at all times. Nursery employees are required to:

Attendance:

- Attend punctually during the hours required for them and have their attendance recorded and record their own attendance as required on the Famly App.
- Claim overtime or lieu time only on the basis that it outweighs time lost in unpunctuality.
- Obtain permission from their Manager, according to policy, if they wish to take leave, leave their workplace or activities during required hours of attendance.
- Take all breaks at the time designated by the member of staff responsible for arranging such breaks and return punctually.
- Provide appointment letters, cards, texts, or emails for all hospital or other health appointments.
- Give at least one working weeks request to attend any appointment including medical appointments, interviews or any other appointment unless submitted as an emergency request.
- Give an explanation or certificate for absence and late attendance as required.
- Inform the senior member of staff responsible for staffing as early as possible, according to policy, if they are unable to attend work through sickness and ill health.
- When away from work through ill health contact the member of staff responsible for staffing by 3.00 p.m. using the nursery landline only if unable to attend work on the following day through ill health or other reason. Texts, or other social media messages, WhatsApp messages and emails are not acceptable as the team will be busy either setting up the nursery or with the children. If in hospital a relative may phone.
- Attend Parents' Evenings, Staff Meetings, open days, charity fund raising events, and other meetings which are contractual obligations including up to two Saturdays a year.

Competence:

- Provide a caring relationship and stimulating environment for children.
- Complete punctually all the activities required of them including Key Group, records, planning and nurturing.
- Fulfil their job descriptions.
- Adhere to and put into practice policies and procedures, especially those which affect the health safety and welfare of children, equal opportunities, OFSTED, the nurrery, or any other law or requirements made by the Secretary of State for education, children's services, or local autity advisors.
- Ensure that collection of children and entry to the building procedures are adhered to.
- Ensure that telephone calls and messages are logged in the log book, messages are passed on to the correct person, parents are informed of accidents, illness, medicine involving their child, activities that their child has been involved in and what their child has eaten.
- Establish and maintain positive working relationships with all members of the nursery community, parents and outside agencies.
- Must contribute to ensuring that they run the nursery to an outstanding standard and continually improve the care given as defined by job descriptions, current law and policy.
- Actively engage in training offered by the nursery when required to do so.
- Adhere to procedures and policies written in relation to equality laws, Prevent Duty and British Values.
- Care for the Nursery environment and diligence in managing nursery resources.
- Ensure that they are aware of children's medical needs and/or allergies and that the child's needs are met.
- Ensure that that if they are not a CFSP, they do not work alone, other than accompanying children to the bathroom or personal care in the rooms.
- Ensure that if they are a CFSP they work alone when required and in view of other team members when possible.

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- Keep all records up to date as part of the person's job description.
- Maintaining positive relationships with all staff.

Keeping informed:

- Acquaint themselves with all policies and procedures relating to the Nursery and their particular responsibilities.
- Keep up to date and implement changes in policy and practice.
- Read and where required, contribute to the monthly Newsletter that is sent out to parents.
- Read all OFSTED documentation regarding outstanding practices.
- Read any requirements or changes in the EYFS, Ofsted requirements and in the guidance.

Personal information:

- Ensure that their current details whether temporary or permanent are given in writing to the office as soon as there is any change, these details include name, address, email address, bank details, telephone and mobile numbers, marital status, aliases, and their right to work.
- Staff must regularly complete declarations of suitability as required.
- Staff must inform Managers immediately of any changes to medication which may adversely affect their performance and must clarify the suitability of such medication with ther GP.

Lost property:

- Immediately hand over items of lost or found property found on nursery premises to the senior member of staff on duty.

Personal appearance and hazards:

- Be clean, neat and tidy in appearance, clothing must be ironed.
- Clothes must be washed at home and be ready to wear when the practitioner arrives at the Nursery.
- Adhere to the contractual uniform requirement of nursery tops, plain black trousers or long shorts, black socks, trainers or slippers as required. This can be varied by email request to the manager if there are particular circumstances and a need for brief periods of contractual variation.
- Wear appropriate clothing, corporate clothing or protective clothing as required.
- Wear a minimum of jewellery and ensure that the design of such jewellery could not harm or injure young children, or themselves, even in an emergency, for example when catching a child who is tripping.
- Wear only gel nail varnish is allowed in a natural tone. The maximum length of 0.5 cm beyond the finger-tip is allowed. The manager on duty has absolute discretion in deciding if a Team members nails are appropriate or not. If in any doubt team members must discuss with their manager before having gel nails applied.
- Brush their teeth or take other appropriate action before resuming work with the children if they have been smoking cigarettes, e cigarettes or vaping. Staff must wash their hands and use a body spray after smoking, vaping or smoking e cigarettes and before resuming work with the children. Staff must ensure that their uniform does not have any smell from smoking. Staff must not smoke in the vicinity of the nursery or the car parks. Staff must ensure that their uniform is covered when they smoke cigarettes, e cigarettes or vape.

Contact with children:

- Show affection to children in a sensitive, gentle, caring way that cannot be misinterpreted.
- Treat all children with respect, equality and ensure inclusion for all children.
- Always support children's individual needs in terms of health, routine, hygiene and toileting.

Equality, diversity and inclusion:

- Give all children equal access to curriculum, differentiate curriculum to ensure all children can take part equally and ensure all children have developmental observations on them.
- Implement the nursery Equality Diversity and Inclusion Policy.
- Treat all job applicants, children, parents and visitors fairly and impartially regardless of race, sex, marital status, sexual orientation, religion, dietary needs, allergies or disability and work with inclusion in mind.
- Show equal respect all members of the Nursery Community.
- Ensure children are taught about equality and diversity and that the Fundamental British Values are taught through everyday practice.

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- Report all incidents of discrimination or prejudice to the nursery manager or senior on duty immediately.

Working time:

- Dedicate all working time and attention during working hours to the care of the children and managing the work contained within individual job descriptions.
- Attend as required and claim wages and TOIL strictly for time worked.
- Ensure that personal mobile phones, or other personal technology, is kept with personal belongings in staff areas or in the lockers as required on each nursery premises.
- Contribute to Children-First, social media, website or other relevant in a way which positively reflects and benefits the nursery and the nursery community, whilst being mindful must be mindful of appropriate safeguards as social media is a public forum.

Nursery Premises:

- Ensure that the Nursery premises are securely locked and all hand held electrical appliances are turned off and unplugged and child socket safety plugs replaced as appropriate.
- Ensure that the Nursery premises and equipment both indoor and outdoor including carparks are safe secure and present no hazards. Report immediately any concerns to the senior on duty.
- Ensure team members do not use the nursery premises or equipment for their own use such as washing machines, dishwasher, tumble dryer etc.
- Ensure no equipment is taken from the nursery premises for personal use.

Financial Management:

- The manager is totally responsible for the financial management of the monthly purchase budget.
- The manager must ensure that budgets are maintained
- The manager must ensure resources are bought which have value in terms of learning, longevity and be as environmental friendly as possible.
- All purchases must be chosen by the Manager and or the Nursery Coordinator and Nursery Director.
- Orders must only be placed by managers, the Nursery Co-ordinator or the Provider.
- Grocery shopping which will be audited from time to time by the Provider.
- Managers must not allow any other person than the Nursery Coordinator to use the credit card. Managers must not facilitate, coerce, enable, ask or agree to any other team member to use the nursery credit card.
- Managers must ensure that the correct amount of food is ordered for the predicted number of children the following week and that the chef is aware of these before setting up the order.
- Managers must review the order before it is placed and ensure that additional items beyond the menu are not being ordered for team members who are not with the children at meal times. Chefs cannot place orders without supervision.
- Managers must ensure Chefs follow the portion control advised by the guidelines and weigh food correctly to meet the guidelines, allowing for staff to eat with the children.

Staff Ratio, Nursery, Policy and Practice Management:

- Managers are responsible for the safe, smooth and effective running of the Nursery and getting the best outcomes for children possible.
- Managers are responsible for building and motivating teams.
- Managers are the lead suitable person and Designated Safeguard Lead in the setting.
- Monthly budgetary management is the managers responsibility. Fiscal responsibility is a requirement.
- The Manager, Nursery Coordinator and Nursery Director are solely responsible for job offers and screening staff. No other team member can offer employment. Managers must have email agreement from the provider that there is a role available before interviewing and potentially engaging new team members. Full details of any interviewed person including C.V. potential rate of pay and hours of employment per week must be agreed by email by the provider before an offer of employment is made.
- Managers must agree by email all and any additional staffing, above ratios required based on the specific ages of the children.
- No cover or additional staff can be booked in advance unless the provider has agreed by email.
- Manager must email across to all nurseries if they need emergency or planned cover staff.

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- Managers must adhere stringently to all policies and requirements to set the highest standards and drive practice forward, ensuring at all times including staff and team events that the highest standards are maintained in all areas.
- Managers understanding that their practice is a model for staff and must therefore be exemplary in all areas and aspects.
- Managers are required at all times to represent the Nursery in a positive manner to all parents, staff and members of the Nursery Community.
- Managers are required to set the standards for confidentiality on a need to know basis in all areas. These include vulnerable children, family, any and all aspects of confidential information.
- Managers must only disclose factual information to parents or a whistle blower where required. This must be delivered in a highly professional manner.

Bonuses and overtime, part time and cover staff:

- Claim bonuses which are rightfully theirs and for which work has been thoroughly and accurately completed.
- Claim overtime which is properly and correctly logged as TOIL.
- Overtime can be worked when required for ratios or a specific concern, agrees staff meetings.
- Additional overtime such as staying later or working on a Saturday must have email approval by the Provider.
- Flexibank or part time staff can be booked by managers for annual leave or long periods of sickness leave to maintain ratios if required and agreed with the Provider by email confirmation. Extra staff must not be booked above and beyond required statutory ratios and should not be requested.
- Flexibank or part time staff cannot be booked in addition to what is required for ratios without email approval from the Nursery Provider.
- Managers must have approval for any extra hours or overtime above what is required for ratios or staff meetings and Parents Evenings.

Policies:

- All team members must adhere to all policies at all times within the Nursery.
- Managers are responsible for ensuring policy compliance.
- All team members must report absenses as required by this policy.

Reputation of the Nursery and social media, Famly and safeguarding of children with phones and ICT devices:

- Post positive comments about the Nursery and it's staff on social media.
- Refrain from discussing Nursery with friends on social media with parents, authorised collectors or carers.
- Be mindful of not posting anything which could affect the nursery's reputation, their own reputation, or colleague's reputation, especially when they state that they work at Nursery. This applies to all forms of social media.
- Ensure that notifications are off on watches and similar devices, whilst working with the children in the nursery or out of the ursery. E.g. trips and training. Devices include Fitbits, Apple Watches and anything else with similar functions.
- Ensure that all devices are placed in lockers during working time in nursery other than watches. Phones,tablets, IPads and other devices must be placed in staff lockers. Each Nursery has a phone locker and staff phones must be placed in the phone lockers which is monitored by CCTV.
- It is the manager's responsibility to check the phone safeguarding locker register to ensure all phones are stored as required. These must be filed in a folder.
- Team members must not wear Apple Watches or any other smart device which can receive messages, in the nursery. Fitbits can worn or another similar device without smart facilities.
- Meta glasses or any other glasses with camera facilities cannot be worn in the nursery.
- Team members must not take company iPads home, they are nursery property.
- Team members must not log onto Famly on a personal device or their phone, unless they are logging on as a parent to their child's or children's account.

Whistleblowing:

- Whistle blow if there are any concerns about a member of the Nursery Community if there is an awareness of serious conduct issues, about quality of care of the children, any other serious concern or behaviour which could cause offence or if the reputation of the nursery could be compromised.

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- Whistle blow any unusual suspicious or odd sounding accident or incident, however trivial it may initially appear.
- Whistle blow if there are any issues in relation to data or privacy being compromised.
- Managers must feedback to a whistlebower in a factual manner, once they have a full account of the facts.

What are conduct breaches and prohibitions?
This is not intended as an exhaustive list but rather a demonstration of the types of behaviour that are unacceptable. Team members employed at the Nursery must follow the procedures below.

Physical contact and punishment of children:

- Engage in any form of physical punishment of children at any time, even if the parent has said they would want this or threaten to do so (EYFS 3.53). In such a case the parent must be told that it is Nursery policy, EYFS regulations and that there is no physical punishment of children.
- Raise their voices, threaten, bully, or tease children in a way that is upsetting.
- Engage in any form of emotional or physical cruelty or abuse to children.
- Engage in any form of inappropriate physical play that is open to misinterpretation.
- Use any unnecessary force, push, shove or drag children.
- Create accidents or incidents involving children which cause harm, injury or upset to children.

Team member's medication:

- Staff medication is not permitted in the nursery rooms under any circumstances unless it has been deemed an emergency medication by a GP or Consultant. Written confirmation must then be submitted to the manager who will sign it and log it in their staff file and inform the Nursery Director. A risk assessment must be carried out for such medication and staff must have the skills to administer this in an emergency.
- All emergency medication must be clearly labelled and kept in the medicine cabinet.
- Paracetamol and all other medication must be kept in the staff lockers or bags in staff areas, and must never be placed in pockets.
- Where possible staff medication should be taken at home when a team member is not on duty.
- Medication must never be within reach of the children, or in the nursery rooms which the children use.
- Failure to inform the manager of medications required and failure to provide details on medication forms in the team members file will be considered a very serious breach of policy and trust.

Team members allergies, ailments injuries or illnesses:

- Report to the manager any concerns about new potential allergies.
- Not disclose allergies or potential allergies on work application forms.
- Report to the manager confidentially concerns about well being, neuro diversity or diveristies, diagnosis, or emotional health concernes, that they are developing or experiencing.
- Report to anagers confidentially, illness, ailment, neuro divergence, divergencies, or injury that could affect their work with children.
- Not disclose illnesses, ailments, neuro diversities, injuries on their application forms.

Insubordination:

- Engage in insubordination, obstructive or violent conduct.
- Refuse to obey reasonable and, or lawful instructions in relation to their contract or variation of contract.
- Work in a deliberately slow or dilatory manner.
- Deliberately working below the required standard,
- Behave in a obstructive provocative or disruptive way,
- Behave in an aggressive, bullying, violent or unruly way, including such things as name calling, ignoring other members of staff, coercive behaviour, or forming covert sub-groups.
- Misreport actions or statements by another member of staff or senior member of staff.
- Refuse to co-operate in an investigation concerning staff conduct in Nursery.
- Refuse to co-operate in an investigation of an accident or incident in Nursery.
- Confront another member of staff, senior staff, parent or visitor in an inappropriate way.
- Refusal to engage in any other aspect of work which is fair and reasonable to expect.
- Refuse to attend any training that is reasonably required. This includes First Aid which applies to all team members including chefs.

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- Must attend nursery and return to nursery if the Manager agrees to a medical appointment during working hours when the shift pattern required the team member returning to work or be at Nursery before work.
- Book staff without consent to cover when not required for ratios. Book extra staff for any reason or event without consent of the Provider. If sickness cover is required this can be arranged in advance of an email agreement on the basis that cover is needed to maintain ratios only and not in addition to meeting ratios.
- Refuse team members things they need to actively do their job to the best of their ability.
- Make derogatory or sarcastic remarks to team members.
- Neglect ensuring that ratios are not resolved if they are flagged up by a team member.
- Breach of known policy for any reason unless it is an emergency and has been agreed with the Nursery manager.
- Not adhering to the reporting procedures for absence.
- Wearing an Apple Watch or other smart watch or wearing Meta glasses or any other glasses with a camera facility.

Loans:

- Borrow any item of nursery property without the written consent of the manager.
- Borrow any money from the nursery without the written consent of the Manager, this may any be agreed in an emergency, such as theft of bank card during the working day, without recourse to precedent.
- Borrow or lend any property or money from another member of the team.
- Remove nursery property and use for the benefit of themselves or relatives, such as children's paint or any other resources.
- Take an iPad or any other nursery device home or out of the nursery for personal use when not at work.

Nursery premises and resources:

- Gain access to or attempt to gain access to nursery premises whilst the nursery is closed without the prior written consent of the Nursery Director.
- Use any resources belonging to the nursery without prior written consent of the manager whilst the Nursery is closed.
- Buy resources which have not been agreed by the manager, and may not meet the needs of the children or the CuriosityApproach and the EYFS.
- Not report any concerns or potential risks in relation to premises carparks and outdoor areas.
- Use any nursery equipment such as washing machines, dishwashers and tumble dryers for personal use.
- Throw away resources without the consent of the manager.

Notices:

- Exhibit or display notices on nursery premises which are inappropriate, or may jeopardise safeguarding children, e.g. an advert from an unknown baby-sitter offering services.
- Display any notices for services of parents, friends, relatives, local services, businesses, community groups without the consent of the manager.
- Ask parents to contribute to a charity which the nursery is not running an event for.

Smoking and alcohol and illegal substances:Use

- Smoking tobacco, vaping or using e cigarettes within the Nursery buildings or car parks or in the vicinity of the nursery is forbidden at all times.
- Staff must not smoke tobacco, vape or use e cigarettes in a place which is clearly visible to parents, other visitors arriving at the Nursery, or members of the local community.
- Staff most not smoke, vapes or use e cigarettes whilst their uniform is on display.
- Smoke in a place from which smoke can drift into the Nursery building.
- Staff must dispose of cigarette butts in an inappropriate way or place.
- Smell of cigarettes or have breath, hair or clothing smelling of cigarettes,
- Drink alcohol or be hungover, either before being on duty, whilst on duty, or during any parent events. (EYFS 3.19)
- Use any illegal substances in or around the Nursery, whilst at work or during breaks.

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- Drink alcohol or use substances whilst driving to nursery, early in the morning or during the day.
- Come to work with a hangover.

Safeguarding:

- Fail to comply with all health and safety policies and procedures.
- Give a child food or food containing an allergen that they are sensitive too.
- Give a child food or food containing something that their preferences do not allow, e.g. meat to a vegetarian child.
- Fail to provide first aid as soon as it is needed to a child or any member of the Nursery Community.

Gambling:

- Bet or gamble whilst at work.

Personal use of Nursery property, resources, time, bonuses:

- Use Nursery resources for personal use or claim bonuses for which work has not been thoroughly and effectively completed recorded.
- Use the Nursery computer for personal use during working time.
- Use the Nursery phone for personal calls.
- Make personal calls during working time.
- Take food from the kitchen for their own enjoyment.
- Use the nursery washing machine for uniform or any other purpose not related to Nursery.
- Use any nursery device for personal use during the working day. This includes iPads, laptops and the desk top computer in the office.

Welfare of the children:

- Engage in any behaviour which adversely affects the welfare and education of the children.
- Use any form of psychological punishment or abuse, including bullying children.
- Call in sick, when engaged in any other inappropriate activity, and affecting the safe and effective management of the Nursery and being absent from the children.
- Engage in activities which adversely affect the adult, child ratios
- Engage in any activities which cause offence to children either in the Nursery or on social media.
- Fail to report an accident as soon as it occurs.
- Fail to complete any relevant form when it should be completed.
- Fail to comfort a child who is upset or injured.
- Fail to report to the Manager immediately any concerns about a child that may have occurred they are at home.
- Treat a child or children in a derogatory way.
- Not adhere to policies of inclusion and equality.
- Handle a child with undue force, pushing, shoving, grabbing on in any other inappropriate manner.
- Waste nursery resources in any way, dispose of valuable resources or fail to adequately care for or maintain resources well which are for the use and enjoyment for the children.
- Ensure that nutritional balanced is achieved for the children under the menu approved by the nutritionist. Chefs have the recipes for the new menus from the Government Guidance and they cook meals to the correct recipes to ensure nutritional balance. Reasonable advised portion control must be applied as required under the government guidance for nutrition in the early years. Chefs must have laminated recipes in an A4 folder which is split into the three week rota and follows the plan and match up with the information provided to parents.
- Refuse or delay children anything they may need for their individual needs.
- Handle a child in any way which is deemed as inappropriate.

Reputation of the Nursery and social media, phones and ICT devices:

- Engage in any activities whether lawful or unlawful which adversely affects the reputation of the nursery Community including via social media.
- Team members should not be friends with parents on social media, authorised collectors or carers.
- Team members who decide to be friends or follow other team members and, or parents and carers, must be mindful of not posting anything which could affect the nursery reputation, their own reputation,

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or colleagues reputation, especially when they state that they work at nursery. This applies to all forms of social media.

- Receive any form of personal social media notifications on any devices whilst working in the Nursery or on duty out of Nursery, e.g. trips and training. Devices include phones, iPhones,Fitbits, Apple Watches and any other form of social e-communication.
- Have any personal devices such as Apple Watches or similar smart watches, Meta glasses with camera function, phones, tablets, IPads or any other personal device in the rooms whilst working with the children, on trips or on outings with the children.

Data protection and privacy:

- Give any information relating to the children or any member of the nursery community, to any other party including other parents, other than the child's own parent or carer.
- Divulge information relating to previous children, parents carers and staff to any other person or agency without the express consent of the nursery manager, as an example, it may be required by Childrens Services, the police or Ofsted.
- Divulge any information concerning staff investigations, grievances and disciplinary actions to other members of the Nursery community.
- Access data which is not required in the normal course of their work.
- Enter the office unaccompanied if they are not a CF Suitable Person.
- Divulge any confidential information where there is not a need to know requirement. This includes family information, vulnerable children information, anything relating to staff wellbeing and welfare, any investigations, disciplinary or disciplinary outcome information.

Polices:

- Not adhere to all polices in Nursery.
- Not adhere to policies that apply which are relevant to life outside of the Nursery, these include activities on social media which may bring other Team Members or the Nursery into disrepute.
- Refuse to read Nursery Policies when required to or as part of their training or ongoing training.
- Managers must ensure that all up to date policies are displayed in the lobby.
- Staff and managers must always use most up to date policy on the company website.
- Knowingly breach policies and procedures.
- Not adhering to the reporting procedures for absence.

Whistleblowing:

- Not report or whistle blow if there are any concerns about a member of the Nursery Community if there is an awareness of serious conduct issues, about quality of care of the children or any other serious concern or behaviour which could cause offence or if the reputation of the Nursery could be compromised.
- Not report or whistle blow if there are any issues with a team member in relation to data or privacy being compromised.
- Not report any issues in relation to Prevent Duty, https://www.gov.uk/government/publications/prevent-duty-guidance , British Values, https://www.gov.uk/government/news/guidance-on-promoting-british-values-in-schools-published, the Equality Act, https://www.gov.uk/government/news/guidance-on-promoting-british-values-in-schools-published, the nursery policy for equality diversity and inclusion, https://www.children-first.info/media/14340/equality-diveristy-and-inclusion-policy.pdf .
- Not report or whistle blow any suspicious incident or accident however minor it may appear.
- Not report concerns about alcohol or smoking of illegal substances, that a team member may have used during breaks or at other times which may affect their suitability to work with children.
- Not report or whistle blow any team member using a device of their own, an Apple Watch or similar smart phone or Meta glasses or other glasses with a camera function.
- Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels open to them:

NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH. Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - GOV.UK (www.gov.uk).

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What conduct governs relations with the Nursery community?
In all dealings with the public, parents, suppliers and any organisation with which the Nursery:

Impartiality:
- Be fair and impartial.
- Respect all members of the Nursery Community fairly and as individuals.
- Adhere to the Equality, Diversity and Inclusion Policy. https://www.children-first.info/media/14340/equality-diveristy-and-inclusion-policy.pdf
- Adhere to all of the reuirement of the nursery policies.
- Be mindful of The Special Needs, Disability and Inclusion Policy which can be seen here: https://www.children-first.info/media/5562/special-needs-disability-and-inclusion-policy.pdf

Relationships:
- Give a prompt and efficient service.
- Always have a helpful and courteous manner.
- Ensure that all relationships with members of the nursery community are positive, professional and fair.
- Ensure that partnership is at the heart of relationships with parents.
- Ensure that they do not borrow or lend any money or property from or to nursery parents.
- Ensure that the handovers of each session are informative, relaxed and present a positive image of every child, the Nursery and it's care, education, treatment of children and other staff, ensure that information shared is balanced.
- Ensure that uploads on Famly are positive and promote the wellbeing and learning of the child.

Policy requirements with legal implications:
Team members are required to comply with all legislation and common law requirements affecting their work and the Nursery reputation. Nursery staff who commit criminal offences against the nursery are liable to prosecution as well as disciplinary action including dismissal. Team members must be mindful of all Policies with legal implications. Reports to LADO, Ofsted and the DBS may be required in some instances.

It follows for example that Nursery staff are not permitted to:

Punishment:
- Use physical punishment.
- Use the threat of physical punishment.
- Exclude of a child or other cruelty.
- Refuse meals or dessert if their lunch or tea not eaten.
- Use any form of bullying or psychological punishment.
- Withhold from a child anything they require to meet their physical or emotional needs.
- Create accidents or incidents with children or adults in order to hurt, injure, punish or harm a child or children.

Illegal drugs, alcohol cigarettes e cigarettes or vapes:
- Be under the influence of alcohol or drunk whilst at work, this includes parent's evenings or any other function which involves parents.
- Possess or misuse, or be under the influence of any illegal drugs whilst on Nursery premises and/or on duty.
- Attend work with a hangover.
- Smell of cigarettes, e cigarettes or vaping on their breath, uniform or hair.
- Smoke in the vicinity of the nursery or the car park.
- Smoke, vape or use e cigarettes in a place visible to parents and the local community.
- Have their uniform visible when smoking cigarettes, vaping or e cigarettes.

Lawful acts and prohibitions:
- Breach any policy with legal requirements or implications.
- Be engaged in any illegal activities or those that breach British Values.
- Breach any safeguarding requirements or Ofsted requirements.
- Be involved in any activities which breach obscenity, equality, offence or harassment laws.

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- Wear their Apple Watch, smart watches, Meta glasses or glasses with camera functions in the nursery whilst working with the children.
- Take their phone into the rooms with the children whilst working in the nursery.
- Use their phones during the training at the New Year Training Day, staff meetings, any other group training and parents evenings.

Equality, diversity and inclusion:

- Behave, act or exhibit any form of stereotyping, sexism, racism, disability, neuro diversity prejudice, or any other form of prejudice.
- Choose children based on their gender or ethnicity or for any other reason other than equality of opportunity.

Bullying:

- Behave in a bullying manner, exhibiting any form of exclusion by forming a sub group, malicious gossip, name calling, coercive behaviour, prejudice for protected characteristics or cruelty to any member of the Nursery Community this includes all forms of social media.

References and new employees:

- Provide references for any current or ex team member on behalf of the Nursery. All references must be produced by the nursery manager, agreed by the Nursery Director, and contain a disclaimer. Student references will be produced by the Student Placement Officer, contain a disclaimer and be agreed by the manager.

Theft and damage:

- Damage or steal nursery property or fees, charity collection money, or any other money belonging to the nursery or another party.
- Use the Nursery phone for any personal calls, except in an emergency.
- Claim time for payment which has not been worked or claim overtime bonuses or time in lieu for which they are not due.
- Remove food from the kitchen for personal use either whilst working or to remove food from the Nursery for consumption elsewhere.
- Remove resources from the nursery for use elsewhere, including consumable resources.
- Use nursery resources for their own benefit whilst at Nursery, such as the washing machine or drier.

Corruption and fraud:

- Participate in fraud with regard to nursery contracts, or nursery clients.
- Corruptly solicit or accept gratuities or gifts.
- Falsify timesheets, attendance, sickness, TOIL, holiday records or bonuses.
- Obtain an absence or Fit Note by falsifying illness.
- Falsify fee or petty cash receipts.
- Inform the manager that they are sick and then engage in work of any kind, go on holiday, or enjoy the day engaging in activities which would mean that they are fit for work. A claim for statutory sick pay in this situation is liable to prosecution by outside agencies.

Commercial confidentiality, data protection and privacy:

- Divulge any information or data about the nursery, staff, parents or its children to any outside agencies, other team members, friends, parents, family, that may compromise the nursery.
- Divulge any information or data that requires privacy.
- Not lock up confidential data, tablets or put files away in the cabinet as soon as possible after use.

It follows that nursery staff and managers are required to:

Ensure outstanding safeguarding of children and team members:

- Be aware of the signs of child abuse. Report immediately to the Designated Safeguarding Lead or senior member of staff on duty all concerns however minor.
- Report all suspicious or unusual events, accidents or incidents to the senior manager on duty, even if they appear trivial.
- Adhere to the nursery's Safeguarding Policy and be aware of green, amaber and red flags.
- Review the safeguarding red flags document and act on this.

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- Be aware and implement policy relating to equality, Prevent Duty, special needs, diversity, inclusion and data protection.
- Report to the manager immediately any concerns about a child that may have occurred when the child was not at nursery.
- Managers must ensure that they are impartial in all decision making in terms of our policies.
- Ensuring statutory documents and company documents are in place and up to date.
- Managers must ensure that the required enhanced DBS and children's barred-list checks have been received and checked, and the new team member's suitability confirmed, before they begin work at the Nursery. A DBS application in progress, supervision or a risk assessment does not permit a new team member to start work before the required checks are complete.
- Ensure that all staff in the Nursery who apply for a new DBS are on the update service and that annual checks are made. Managers must log in and make regular annual checks.
- The manager must ensure that phones taken on trips are nursery phones, with no camera. There must be adequate credit and battery life in case of an emergency.

Equality, diversity and inclusion:

- Required to actively support British Values, Prevent Duty, equality, diversity and inclusion at all times whilst in nursery and during working times.
- Required to ensure children do not play in an inappropriate way which does not conform with British Values, such as war play, pirate play, or role models which use terrorism.
- Required to inform a manager immediately if they have a concern regarding a member of the Nursery Community in relation to equality and diversity, racism, discrimination, diability, sexual orientation, neuro diversity, religious beliefs, or British Values.
- Managers are required to be impartial when decision making, in relation to neuro diversity, religious beliefs, heritage, race, colour, special needs, sexual orientation, disability and all protected characteristics.

Crime prevention:

- Acquaint themselves with the locking up procedure and ensure it is completed effectively.
- Report to the senior member of staff on duty any instances of suspected, proposed and completed crime against the nursery themselves.
- Report immediately any concern about other member of staff, this includes, any form of prejudice, safeguarding children, illegal drugs and being under the influence of alcohol or having a hangover.
- Report any potential crime to the police as soon as possible including harm to a child if advised by the LADO.

Bullying:

- Inform the manager immediately if they become aware of any intimidating behaviour, name calling, ignoring, ostracising, coercive control or covert group forming both in terms of staffing and children.

Arrests, convictions and cautions:

- Report to the manager if cautioned or arrested by the Police, refused bail or convicted by a court of any criminal offence. The Nursery will report these to the LADO and inform OFSTED as they may affect a person's DBS. The manager must report such instances to the Nursery Director.
- Report to the manager if another team member is if cautioned, arrested by the Police, refused bail or convicted by a court of any criminal offence.

The manager will seek advice from the LADO, and may inform OFSTED as they may affect a person's DBS. The Manager must report such instances to the Nursery Director and if suggested by the LADO.

Section 7:

How does the menopause affect women at the nursery?

We recognise that for some employees the perimenopause or menopause will have an adverse impact on their working lives. However, menopause is not just an issue for women. All staff should be aware of the menopause and familiarise themselves with this policy so that they can support those going through it or who are otherwise affected by it. This policy sets out our approach to dealing with workplace issues relating to the menopause. For the purpose of this section of our Staff Policy, any reference to the menopause includes the perimenopause.

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What are the aims of this policy?
The aims of this policy are to:

- Inform managers and employees about the menopause and associated rights in order to raise awareness.
- Reduce sickness absence and to support staff whose performance is impaired due to menopausal symptoms in order to increase productivity and well-being and to retain valued staff in the workplace.
- Create an environment where female staff members feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.
- Promote the well-being and health of all employees.
- Offer assistance and advice to employees who need it by:
    - encouraging health and well-being conversations between managers and staff,
    - putting in place regular reviews with the employee's line manager for additional support, if required,
    - offering reasonable workplace adjustments and, where required, actively encouraging employees with symptoms that impact their work life to seek appropriate help by encouraging the employee to speak to their GP in the first instance and signposting the employee to appropriate sources of help and advice
    - note below, the external links for advice, training and support.

What is the menopause?
The menopause is a natural event in women's lives during which they stop having periods and experience hormonal changes such as a decrease in oestrogen levels. It usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. However, each woman's experience will differ, and menopausal symptoms can occasionally begin before the age of 40 or earlier. It may also occur as the effect of a medical condition or following surgery or a medical procedure. Those who experience menopausal symptoms can include trans, intersex and non-binary people. Perimenopause, begins several years before menopause and can involve similar symptoms to the menopause itself. Women may start to experience menopausal symptoms during the final two years of perimenopause.

Symptoms of the menopause can include, but are not limited to:

- sleeplessness,
- hot flushes,
- night sweats,
- recurrent urinary tract infections,
- fatigue,
- memory loss or poor concentration,
- headaches,
- muscle and joint pains,
- heavy periods,
- depression and anxiety.

Each of these symptoms can vary in severity and can affect an employee's well-being, attendance and performance at work.

What can we do to support or make adjustments?
Staff experiencing Perimenopause or Menopause should make their manager aware of their experiences.

While many who go through the menopause will be able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to help them better manage the impact of menopause symptoms on their work. Staff who believe that that they would benefit from adjustments or other support, should speak to their line manager in confidence in the first instance. If they feel unable to do so, they should speak to another manager of their choice.

Physical adjustments could include temperature control, provisions of electric fans or access to rest facilities and adjustments to the dress code where reasonable. Depending on individual and business needs,

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adjustments such as flexible working, more frequent rest breaks or changes to the work role or task allocation may also be considered where these can be accommodated. These are examples only and not an exhaustive list. Any adjustments requested will be considered on a case-by-case basis, with consideration given as to whether we may reasonably accommodate the requested adjustment based on business considerations and the practicality of implementing the adjustment at the time. Any agreed adjustments should be kept under review. Any request to work flexibly will be considered in accordance with a flexible working request in an email to the nursery manager's confidential box. This will be given by the manager on request.

We may request written permission to seek medical advice from the GP or consultant, or to refer a person to an occupational health doctor, or consultant selected by us to better understand any adjustments and other support that may help alleviate symptoms affecting at work. In that circumstance, we will meet the costs of the medical report. We may also, with consent, instruct an Occcupational Health Assessment. Staff should refer to our sickness absence and sick pay policy, where they are unable to attend work due to symptoms related to the menopause.

What is discrimination?
We seek to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. These are known as the 'protected characteristics' under the Equality Act 2010.

The menopause can, depending on the severity of the symptoms, amount to a disability for the purposes of the Equality Act 2010. Managers must ensure that they treat all employees equally as a result of a disability and must also make reasonable adjustments as required to ensure that disabled employees are not disadvantaged as a result of their disability (see above, 'Support and adjustments').

Managers must ensure that employees experiencing the menopause are not indirectly discriminated against. For example, a requirement to wear a uniform made of synthetic fabric, or a uniform that does not permit 'layering' could indirectly discriminate against an employee experiencing regular menopausal hot flushes on grounds of disability, sex and age.

The Equality Act 2010 also prohibits discrimination arising from disability. This is where an employee is treated unfavourably because of something arising as a result of a disability, for example, due to their sickness absence as a result of menopause symptoms, where the symptoms are an impairment which amount to a disability. Unfavourable treatment can be defended if it is a proportionate means of achieving a legitimate aim.

The Equality Act 2010 also prohibits harassment based on a protected characteristic. Harassment is defined as unwanted conduct related to a relevant protected characteristic, such as sex, age and disability, that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Employees should draw the attention of their line manager to suspected cases of harassment, bullying or intimidation including in relation to the menopause. Employees are encouraged to raise any concerns with their line manager. Any employee who is found to have bullied or harassed another employee, or discriminated against them in violation of this policy will be subject to appropriate disciplinary action under our Disciplinary Procedure, which is included in this Staff Policy.

Children-First will take all reasonable steps to prevent sexual harassment of employees and harassment by third parties, including parents, visitors and contractors. Concerns must be reported to the Nursery Manager or, where the concern involves the Manager, to the Nursery Director. Reports will be addressed promptly and sensitively, and employees will not be victimised for raising concerns.

How about health and safety?
We are committed to ensuring the health and safety of all our staff and will consider making adjustments to any aspects of the working environment that may worsen perimenalpause or menopausal symptoms where reasonable and appropriate. This may include identifying and addressing specific risks to the health and well-being of those going through the menopause and putting in place appropriate measures identified by the

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risk assessment so far as reasonably practical. These may include physical aspects of the working environment such as temperature and ventilation issues, as well as welfare issues; such as:

- ensuring access to toilet facilities,
- a chair or suitable stool,
- a rest room or quiet space,
- cold drinking water.

The risk assessment if relevant may also include ensuring, so far as possible, a safe system of work that does not make menopause symptoms more difficult for the employee to manage.

Employees are also responsible for taking care of their own health and safety and for raising any issues of concern with their manager. Staff are expected to co-operate with the nursery in the implementation of this policy; in particular by supporting any necessary adjustments put in place for their colleagues as a result of their colleagues' menopausal symptoms and contributing to a respectful and healthy working environment.

What about training?
We will take such measures as may be necessary to ensure the proper training, supervision and instruction to enable line managers to deal with staff issues relating to the menopause and to raise awareness of this policy with staff. Nursery Managers will be responsible for ensuring they raise awareness of this policy within the nursery.

Is data protection relevant?
We will process any personal data collected under this policy in accordance with our Data Protection Policy. Data collected in accordance with this policy will only be used by, and disclosed to, individuals for the purposes of providing the necessary support. Inappropriate access or disclosure of personal data will constitute a data breach and should be reported immediately to our Data Protection Officer, Sarah Barrett, nd@children-first.info in accordance with our Data Protection Policy. Reported data breaches will be investigated and may lead to sanctions under the disciplinary procedure. Our Data Protection Policy can be found here: https://www.children-first.info/media/18296/data-protection-policy-and-confidentiality-61.pdf

Are there external links for advice, training and support?

The following links may be useful or informative for women suffering with perimenopause or menopause symptoms:

- Menopause Matters: https://www.menopausematters.co.uk/
- NHS — Menopause and perimenopause: https://www.nhs.uk/conditions/menopause-and-perimenopause/
- The Daisy Network: https://www.daisynetwork.org/
- Women's Health Concern: https://www.womens-health-concern.org/
- NHS Talking Therapies: https://www.nhs.uk/nhs-services/mental-health-services/find-nhs-talking-therapies-for-anxiety-and-depression/
- Access to Work: https://www.gov.uk/access-to-work
- Henpicked: https://henpicked.net/
- Menopause Café: https://www.menopausecafe.net/
- Pausitivity: https://pausitivity.co.uk/
- Menopause Experts Training: https://www.menopauseexpertstraining.com/
- ACAS — Supporting Staff Through the Menopause: https://www.acas.org.uk/menopause-at-work/supporting-staff-through-the-menopause

Section 8:
What is our Modern Slavery Act Statement?
Children-First is made pursuant to Section (1) of the Modern Slavery Act 2015 and is our slavery and human trafficking statement. It explains how we assess and address the risks of violations of anti-human trafficking and modern anti-slavery laws. We have a zero based tolerance of modern day slavery and human trafficing within the Nursery and in our supply chains. Managers must be mindful of using recognised supply chains and legitimate businesses for resources and supplies.

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What procedures are in place to ensure compliance with the Act?
The following procedures are in place:

- Our employment procedure is very robust. All employees are recruited in line with company policy and procedure which promotes safer safeguarding in terms of employment checks, references, verification of employment history, DBS checks, overseas police checks and personal identity verifications.
- Policies in place cover whistle blowing ,which supports the staff to report any genuine concerns relating to modern day slavery, human trafficking, or human rights violation. Advice will be sought from Markel Law and a proper course of action will be taken.
- All employees receive staff training and induction heavily focussed around children and quality care. This creates an environment which empowers staff to come forward with any concerns.
- Staff performance and new qualifications as a result of in house training are constantly under review and staff pay and rewards are awarded for achievements.
- Staff receive an annual pay review, as outlined in contracts.
- Achievements in the Nursery are rewarded.

Section 9:
What are disciplinary procedures and outcome appeals?
What are the procedures?
The nursery procedure provides a consistent and fair method of dealing with alleged failures to observe the conduct standards and rules. It is based on the ACAS procedures and legal advice. Under this procedure and so far as practical bearing in mind they are internal nursery procedures:

- All cases are fully and fairly investigated.
- Individuals are entitled to have their say before decisions are reached.
- Individuals are entitled to be accompanied by a work colleague or trade union official during formal meetings. That person may observe, take notes, or assist in the presentation of the individual's case in line with employee's statutory rights.
- A range of warnings and penalties and the use of improvement plans and PIP's will be used to deal with minor misconduct.
- Probationary reviews, appraisal, supervisions and PIP's will be used to improve performance.
- In a case that involves alleged criminal activity the police will be involved.
- In an instance where a team member is involved, the manager may take advice from the LADO, report to Ofsted and the DBS.
- Disciplinary procedures are taken when necessary to attempt to change behaviour.

What does the informal investigator have to do?
The informal investigator is a manager and is responsible for opening a case with Markel Law to open a case. The manager will investigate by interviewing the relevant parties or witnesses to the alleged misconduct as soon as possible after the alleged misconduct. In the case of suspected child abuse then an internal investigation must be overseen by the Local Authority Children's Social Care Team and the LADO. Our Safeguarding Policy has the full procedure. Everybody who is interviewed must be instructed to record their part or observation in writing. This is for the purpose of fact finding. Written statements must be taken dated and signed. No decisions must be made. All interviewees should meet with the investigator individually, unless they object and wish to have a colleague with them. If no action is decided upon a supervision and Personal Improvement Plan, (PIP) may be appropriate. Impartialy is essential for the investigating officer or officers.

What is the informal investigators personal responsibility?
The Nursery is responsible for managing and conducting the procedures in a manner that it sees fit and it will be responsible for making all decisions and arrangements as to how the procedure is organised. Within the process the relevant decision maker has the responsibility to:

- Open a case with our legal advisors and discuss the concern.
- Review CCTV where possible.
- Take an impartial approach with the child and safeguarding at the forefront of their decision making.
- Bear in ming
- Follow procedures discussed with our legal support advisors at every stage.
- Interview all witnesses and those involved in the alleged breach of discipline in an impartial manner.
- Ensure that employees are aware whether the meeting is for the purposes of investigation.
- Liaise with the police where there is police involvement.

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- Liaise with Ofsted if there is Ofsted involvement.
- Liaise with the LADO required for safeguarding.
- Report to the DBS if required.

If disciplinary action is decided upon what happens?

- Evaluate carefully all the evidence at every stage, particularly at the Informal Investigator Interviews stage and be fully familiar with the facts and witness statements,
- Establish from the witnesses whether they accept that the member of staff involved in the alleged misconduct will be aware of who has written their statement. If they insist their name is withheld then a digest of the statement/s will be produced by a manager. This digest will normally carry less weight than statements and must be avoided if possible.
- Consider the age, length of service, conduct record, health and welfare of the person who has committed the alleged misconduct.
- Consider any mitigating circumstances such as neuro diversity, emotional wellbeing, recent bereavement of a close relationship with a family member, spouse or very close friend.
- Ensure that early use of these procedures will be designed to improve conduct, in order to avoid later more serious disciplinary action.
- Always act in accordance with the law and legal advice.

What happens if the investigator feels further action is required?

If on completion of the investigation there appears to be a case of misconduct, the investigator will refer back to our legal advisors. If disciplinary action is supported by Policy and/or Law the Manager will hand the case to another Manager and not be involved again unless further investigation is required. The Team member concerned will be informed of a disciplinary hearing in writing. They will be given the required written notice detailing the disciplinary offences, time, date, location and all documents or images the action relies upon. The letter will also give full details of the person chairing the meeting, time, date and location of the hearing. In certain cases, the hearing could be conducted over the phone or on a platform.

When does Children-First discipline or suspend an employee?

At any stage prior to, during or following the investigation, the employee may be suspended on a without prejudice basis, having sought legal advice first. This should occur if one or more of the following applies:

- If the allegation is of abuse against a child and a breach of the Safeguarding Policy. The advice of the LADO must be followed and Ofsted must be informed. It is very likely that the DBS will be involved.
- Serious breaches of our Safeguarding Policy.
- Concealment of an incident or accident involving a child or member of the Nursery Community.
- Drinking alcohol or being under the influence of an illegal drug.
- It is necessary for a proper investigation to take place.
- The employee behaves in a potentially grossly inappropriate manner, in particular if they are in one of the nursery rooms that children have access to.
- The continued presence of the employee at the nursery may be prejudicial to a fair disciplinary hearing and the children.
- The presence of the individual would potentially affect the wellbeing of any member of the nursery team.
- The allegations are serious enough for consideration of dismissal.
- There are other reasonable grounds for suspension.
- Markel Law advises suspension.
- Placing orders using the nursery credit card by any team members not authorised by the Provider.
- Booking of extra staff when they are in addition to staff required for ratios, without email consent of the Provider. In terms of early notification regarding sickness, cover staff may be contacted if required to meet ratios and for no other reason. An email must be sent to the Provider with full details. In these instances the manager should remain supernumerary where possible.
- Giving agreement on the phone or by email for any contracts, services or suppliers. These can only be agreed by the Provider as legal advice may need to be sought and contracts compared to others.
- Using a personal device for inappropriate conduct.

If suspension is required it must be explained to the employee that suspension is not a disciplinary sanction in itself. The reason and length for suspension will be made in writing to the employee immediately. There is no right of appeal against this as it is without prejudice to any decision and is consequently not disciplinary action.

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The suspension will normally be made in writing and will be paid on full pay until a decision is made as to if there should be a disciplinary hearing.

What rights do team members have at a disciplinary hearing?
The person or persons involved in a disciplinary can ask a work colleague or trade union representative of a union to which the staff member belongs, to the hearing. For reasons of safeguarding if the companion is not a team member their identity is required in advance. The person involved in the alleged disciplinary will be informed of all the witness statements, CCTV, images and evidence being relied upon at the hearing. A copy of these must be provided for the Team member. If the member of staff chooses, they can respond in writing or verbally. The Team member of staff also has the right not to respond or not to give an explanation, although this will not stop the Nursery proceeding with the disciplinary and making a decision based on all the other evidence. A record of any disciplinary action must be communicated to the team member.

How does Children-First choose suitable disciplinary action?
Where gross misconduct is established following a fair investigation and disciplinary procedure, dismissal without notice may be appropriate. In other cases dismissal either summary or with notice may also be appropriate but it is the duty of the Company Director or Nursery Manager to bear in mind the principle that the action should improve conduct. An assessment must be made of the proposed disciplinary action and the consequences of such action. Under no circumstances must sarcasm, ridicule or bad language be used. The Nursery has the right to:

- Downgrade, reduce pay or transfer a member of staff, demote, or find another suitable role.
- Suspend with full pay whilst investigations are undertaken (or longer in consultation with the LADO and/or Markel Law).
- Give a first written warning.
- Give a final written warning.
- Dismiss with or without notice for gross misconduct or as the result of a third warning.

In all cases the person must be clearly informed of the outcome of the disciplinary and a written record be kept by the manager on file.

What is a first written warning?
This will be used when it is concluded from the facts, that there has been a minor infringement of the Nursery Policies, or a breach of the Early Years Foundation Stage requirements. The aim of this is that through a Supervision and PIP standards and conduct will be improved. The meeting Supervision and a PIP will be worked on in privacy. A first written warning include the following:

- An opportunity for the individual to put forward an explanation.
- Constructive criticism on shortcomings.
- Information on what improvement is required in performance.
- Information on how this improvement can be achieved, and by when it should be achieved.
- An understanding that further misconduct of this nature or any other will lead to further disciplinary action.

A copy of the warning must be given to the employee concerned for retention, and a copy placed in the staff file for a period of time that is defintед within the outcome.

What is a second written warning?
This will be used when it is concluded from the facts, that there has been an infringement of the Nursery Policies, or a breach of the Early Years Foundation Stage requirements. The aim of this is that through a Supervision and PIP standards and conduct will be improved immediately. The meeting Supervision and a PIP will be worked on in privacy.

- An opportunity for the individual to put forward an explanation or explain about a lapse.
- Constructive criticism on shortcomings, or why they have occurred again.
- Information on what improvement is required in performance and be sustained.
- Information on how this improvement can be achieved immediately and not relapse.
- An understanding that further misconduct of this nature or any other will lead to more serious disciplinary action.

A copy of the warning must be given to the employee concerned for retention, and a copy placed in the staff file for a period of time that is defintед within the outcome.

What is a final written warning?

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Further misconduct may warrant further written warnings or a final warning which will contain a statement that any further incidents may lead to dismissal. There may be occasions when misconduct is considered insufficiently serious to warrant dismissal but serious enough to justify only one warning i.e. a warning at this stage. A copy of the warning along with copies of the evidence from witnesses will be kept on file by the Nursery Manager for five years. There will be a Supervision and PIP, standards and conduct will be improved immediately. The meeting Supervision and a PIP will be worked on in privacy.

What about Final Written Warnings or Full and Final Written Warnings?
Some disciplinary action may result in a warning being progressed straight to a full and final written warning.

What is a dismissal?
Other than for cases of gross misconduct an employee shall not be dismissed for a first breach of discipline. Gross misconduct is defined elsewhere in this document and will be advised by the LADO and our solicitor for employment. Full records will be kept on file by the Nursery Manager. If a team member has been dismissed, all uniform and keys must be returned immediately. Deduction of pay will be made for unreturned uniform or irreparable damage of uniform. During or following a dismissal process, reports to the LADO, Ofsted and the DBS may be required.

Do team members have the right to appeal?
Employees have the right to appeal to the manager or other senior team members who chaired the disciplinary meeting against any disciplinary action if they feel the outcome of the disciplinary is unjust or new evidence comes to light which could affect the outcome. Wherever possible appeals must be made within five working days. Employees must make appeals in writing. In cases where an appeal is made it will be heard by a different Manager than chaired the Disciplinary Hearing or investigated the matters.

What is the definition of gross misconduct?
Gross misconduct is serious enough in the context of the nursery's work to destroy the employment contract between the Nursery, Staff and the employee, and make any further working relationship and trust in the care of the children impossible. If after investigation it is confirmed that an employee has committed any of the following types of serious offence the normal consequence will be summary dismissal i.e. dismissal without notice, unless there are mitigating circumstances. This outlines potential definitions but is not exhaustive. This list includes:

- Serious breach of Policy or Policies, conduct standards and or statutory requirements, including the Covid19 Policy.
- Serious breach of the law.
- Use of physical punishment.
- Emotional, physical, sexual abuse of children.
- Involvement, positive commenting or approval of any behaviour which is in breach of British Values, such as postings on social media, particularly when a connection to the Nursery Is clear.
- Cruelty to children.
- Bullying.
- Dishonesty, serious lack of transparency or significant concealment of actions.
- Using unnecessary force with a child or children such as grabbing, shoving, dragging, pulling or any form of bodily injury to a child.
- Being absent without Nursery Manager's consent, or on false pretext.
- Violence or aggression to any member of the Nursery community.
- Showing significant anger or inappropriate behaviour in the rooms.
- Breach of safeguarding requirements including collection issues, use of personal devices in the room such as a phone, an Apple Watch or other smart watch or Meta glasses or other glasses with a camer facility.
- Removing an iPad or other device from the nursery which has data on it concerning children, for their own use.
- Breach of safeguarding requirements including having personal devices within the rooms and/or taking personal phones with cameras on trips.
- Discrimination, racism, racial or sexual harassment, abuse or any other form of prejudice either verbally or in a written format towards a person with protected characteristics.

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- Abuse of time sheets, claiming undue overtime or LIEU, falsely claiming overtime above what is lost in unpunctuality, claiming of bonuses for which they are not eligible in terms of incomplete tasks or tasks not completed thoroughly.
- Use of the Nursery credit cards without authorisation of the Nursery Director, grocery orders are authorised for Managers or the Nursery Co-ordinator only. Chefs should set up orders but they must be authorised by Managers.
- Use of the Nursery credit cards if a team member is not the Nursery Director, Nursery Co-ordinator or Nursery Manager. Orders must be approved by the Nursery Provider.
- Theft of any kind from the Nursery or any member of the Nursery Community.
- Theft and fraud and deliberate falsification of records, corruption relating to fees or other financial aspects of the Nursery.
- Booking of cover staff or part time staff by the Manager to work extra hours above what is required for ratios by the Manager without email approval of the Nursery Director.
- Booking of cover staff or part time staff extra hours by any other team member. Requests must be made by managers with details of need.
- Fighting, assault, an argument, and deliberate provocation of a member of the Nursery Community.
- Incapability through illegal drugs or alcohol, or evidence of taking or possession of drugs or alcohol on Nursery premises.
- Gross neglect of health and safety rules likely to endanger any member of the Nursery community.
- Serious criminal offence committed against the Nursery.
- Claiming wages for time worked, when the staff member has been absent, other than sick, holiday or other agreed absences.
- Criminal offence which may not arise from the employment but which make the person unsuitable for employment with children.
- Engaging in activities which may have a serious negative impact on the reputation of the Nursery.
- Unauthorised disclosure of information or data to any party.
- Accessing data in the Nursery which they are not entitled to access.
- Unauthorised access, or aiding and abetting unauthorised access to Nursery management system 'First Steps' for the purpose of theft, reading, modification or falsification.
- Refusal to co-operate in an investigation concerning misconduct.
- Wilful cases of giving unsubstantiated, misleading or inaccurate information about the Nursery or its competitors to members of the Nursery Community.
- Behave in a way which would or could seriously damage the reputation of the Nursery or any Nursery staff, including on social media.
- Have or use a personal phone in the room or on outings or trips with children.
- Wear or have any device which receives personal or social media notifications on their person which is active in receiving messages, emails or any other notifications.
- Refusal to work with a different age group or at a different nursery, if required to do so.
- Failing to maintain existing high standards in terms of the EYFS.
- Failing to maintain positive working relationships with all members of the Nursery Community.
- Repeated failure to fulfil job descriptions.
- Lack of implementation of nursery policy and lack of implementing policy or procedure development.
- Theft of intellectual property of the nursery such as the procurement of policies prospectus or manuals.
- Gross breach of booking patterns required within the Parent and Carer Contract.
- Theft of intellectual property includes transmission, relaying or copying of any policy; handbook or manual documents to any third party without the advance express written permission of the Nursery Director.
- Gross breach of trust in relation to work in the Nursery.
- Gross breach of smoking cigarettes, using e cigarettes or vaping in the nursery.
- Gross breach of overbooking of Flexibank or cover staff, not agreed with the Provider when not required to maintain statutory ratios.
- Significant mismanagement of nursery resources of significant fiscal mismanagement with regards to the credit card.
- Employment offer to a new team member by any other person or team member other than the manager, Nursery Coordinator or Nursery Director.
- Managers offering employment to any person either part time full time or cover without email agreement of the specific hours, times, salary and need for the role within the staffing plan. The Nursery

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Coordinator and Managers are the only team members who may make offers of employment on the basis of the above with the consent of the Provider.

- Concealment of offers of employment or terms of employment.
- Any other team member offering contracts of employment without consent from the Provider.
- Concealment of aspects of the contract of employment. Any other team member than the manager offering extra hours above ratios without email consent from the Provider.
- Gross breach of trust in relation in the relation with the nursery or members of the Nursey Community.
- Not reporting an incident or accident to the senior on duty immediately.
- Not providing first aid to a child who has had an accident or been involved in an incident immediately.
- Creating an accident or incident which harms a child or another adult.
- Not giving an accurate account of an accident or incident in which a child or adult is injured or harmed.
- Attempting to conceal an incident or not give an accurate or true account of an accident or incident on the first occasion asked.
- Not completing all necessary forms in relation to children and/or Nursery at the first available opportunity especially in relation to a child's health, safety and wellbeing.
- Not tending to a child or adult who is sick or injured by providing comfort and first aid as soon as possible.
- A combination of the factors outlined above.
- Repeated breaches of any of the nursery's policies and or procedures.

What is the definition of misconduct?

The following list is not exhaustive but provides examples of misconduct which are likely to result in one of the following penalties or warnings depending on the circumstances: dismissal with notice, serious offence dismissal warning, written warning, and informal warning.

- Breach or continuous minor breaches of the Nursery's conduct standards and policies.
- Disregard for safety rules, including smoking, body piercing and jewellery wearing.
- Lack of adequate care or education for the children.
- Not completing planning, key group work or children's records.
- Repeated blameworthy incidents and or accidents involving children.
- Repeated acts of minor misconduct.
- Not fulfilling job description.
- Unpunctuality,
- Ordering of resources once approved and failure to make immediate payment by the Manager.
- Ordering of resources on the credit card which lack educational purpose and potential learning outcomes. (The Nursery Provider will review audits to ensure that resources purchased have strong educational and potential learning outcomes).
- Falsifying illness in order to gain absence for any illegitimate reason such as, days out, interviews, driving tests or any other activity including those which may require a week's notice.
- Inability to maintain effective, positive working relationships with all members of the Nursery Community, offensive behaviour or behaviour which contravenes policy or law.
- Insubordination.
- Unauthorised personal use of Nursery resources including the phone, photocopier food or any other resources.
- Engaging in an unsuitable or unauthorised activity or employment outside of working hours.
- Engaging in any occupation, holiday, and voluntary activity whilst on sickness leave, also liable to prosecution by outside agencies.
- Involvement of any behaviour with the children which is in breach of British Values, such as encouragement of inappropriate interests and play, e.g. knives, swords, guns, pirates, army fighter boat toys, etc.
- Deliberate loss or damage to mursery property.
- Failure to obey no smoking requirements for tobacco, e cigarettes or vaping in the vicinity of the nursery.
- Gambling at work.

What is a management search?

The Company Director, Co-ordinators and the Nursery Manager have the right to search Nursery premises as part of an investigation. Individuals consent is needed to search any private property. Where such consent is

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given the search must be carried out in the presence of the owner of the property and a friend, if the owner wishes. CCTV can be reviewed at any time by a senior manager.

What happens if there is conflict between members of staff, or members of the Nursery Community?
In these cases after establishing the facts through fact finding interviews, those involved will meet together with the manager for a supervision aiming to resolve the conflict. The team members will be given a PIP. If the conflict is not resolved or reoccurs, the manager or Nursery Director will decide on further action and level of disciplinary action depending on the issues involved and gravity of the conflict. In all circumstances all staff are expected to adhere to professional code of conduct and behave in a professional manner. Managers, and deputy managers in each nursery will spend time in the room to model positive communication and ensure improvements.

Section 10:
What are grievance investigations, hearings and appeals?
How is a grievance defined in employment law?
A grievance is defined as, *"a complaint by an employee about action which the employer has taken or is contemplating taking in relation to them"*. It includes grievances about the actions of third parties and work colleagues where the employer could be held vicariously liable. A grievance is very different from whistleblowing and if in any doubt, the Whistleblowing Policy should be reviewed.

What is a grievance in Nursery?
A grievance is a problem or complaint raised by an employee, employees or previous employees in relation to aspects of their work. This grievance procedure deals with grievances fairly, consistently and expeditiously. The intention of the Nursery procedure is to resolve all grievances as early as possible. Some issues that may cause grievances to be raised by employees include:

- Terms and conditions of employment.
- Health and safety.
- New working practices.
- The working environment.
- Work relations.
- Bullying, coercive behaviour and harassment.
- Prejudice and discriminatory or racist behaviour.
- Serious issues caused by underlying relationship problems.
- Other significant problems or upset that an employee is experiencing in relation to their work.

This list is not exhaustive and any grievance raised must be investigated with the team member, heard and responded to. If the grievance is not resolved after the investigation, a more formal procedure to hold a grievance meeting will be held.

How does a Team member or Team members raise their grievance or grievances?
An employee should normally raise a grievance with their Nursery Manager. If the grievance is against the line Manager, that Manager must pass the grievance on to another Manager. A Team member can also raise a grievance with a different Manager, Coordinator, or the Nursery Director. In some cases Team members can be given support to help them formulate their grievance before submitting it.

How do we deal with grievances in the workplace?
Legal advice must always be sought by managers as soon as a grievance is raised whether verbally or in writing. If a team member raises a grievance verbally an investigatory meeting with the team member should be held and the meeting notes signed and dated by both the manager and the team member. The manager may need to undertake further investigations. In the first instance, employees should aim to resolve their grievances informally with their manager's support. In some instances team members may need support from a manager to assist them to formulate their written grievance.

What happens if the grievance cannot be settled informally?
If a grievance cannot be settled informally, the next stage is for the employee to raise the grievance on a formal basis in writing or verbally with another manager. A senior manager must invite the employee to submit their grievance in writing. The grievance must be submitted within two weeks of the grievance being

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discussed with the manager or the issue relating to the grievance having occurred. Efforts must be made by all parties to deal with and resolve grievances as quickly as possible so that they do not affect the smooth and effective running of the nursery or the quality of care of the children. A grievance hearing will be held and the team member will receive a written response.

What happens if the grievance is not resolved after the grievance hearing?
Team members can appeal outcomes of grievances. The appeal must be dealt with by another manager. In these circumstances, the relevant anager must act as impartially as possible. On occasion's Independent arbitration, using an external arbitration organisation, can be an appropriate means of resolving grievance issues if the Team member and/or Nursery request or agree to this.

What are the three steps of the Nursery grievance procedure?
Stage one - The employee must raise their grievance verbally, in writing or by email to any member of the Senior Management Team. A verbal grievance may be resolved at the time of raising a grievance in an informal investigation meeting. However, setting out of a grievance in writing or by email, is encouraged and should be given or sent by email to the Nursery Manager, a Nursery co-ordinator or the Nursery Director. At this time a case will be opened with our legal advisors and further advice sought at each stage of the grievance process.

Stage two - The Manager must invite the employee to attend an investigation meeting to discuss the grievance. The meeting must not take place unless the Team member has informed the Manager of basis for the grievance was and the employer has had a reasonable opportunity to consider their response to that information. The Team member must take all reasonable steps to attend the meeting. There may be circumstances when the grievance could be heard over the phone. The employee may be accompanied by a work colleague or a trade union official of a relevant union of which they are a member. After the meeting, the employer must inform the employee of the decision in writing as to his response to the grievance and notify the employee of the right to appeal against it if they are not satisfied with it. This will be done within five working days.

Stage three - If the employee does wish to appeal, they should inform the Manager who chaired the grievance meeting in writing or by email. If the Team member informs the Manager of their wish to appeal the case should be handed to another Manager. An invitation to the appeal meeting will be sent to the Team member in writing. The appeal must explain the reasons why an appeal is being made. The Team member must take all reasonable steps to attend the meeting. The employee has a right to be accompanied by a work colleague or a trade union official. There may be circumstances when the appeal could be heard over the phone. After the appeal meeting, the employer must inform the employee of their final decision in writing.

How are grievance meetings organised?
On receiving a formal grievance, a Manager should write to the employee inviting them to attend a formal grievance meeting as soon as possible. The letter should also advise the employee of their statutory right to be accompanied at the grievance meeting by either a work colleague or trade union representative (see below). It is good practice to agree the date and time of the grievance meeting with the employee. The timing and location of grievance meetings must also be reasonable. Grievances should be treated confidentially. The meeting should be conducted promptly. A requirement of the Nursery grievance procedure is that each step and action under the procedure must be taken without unreasonable delay. The grievance meeting must take place before any decision is made on the grievance. At the grievance meeting, the Team member should be allowed to explain in detail their complaint and say how they think it should be resolved. There should be a meeting minute-taker present. Pages must be numbered and signed on each sheet by all those present at the meeting.

If it transpires during the meeting that further investigation is necessary, the grievance meeting should be adjourned to carry out that further investigation. Further investigation might include obtaining further statements from any available witnesses. Witness statements must be signed and dated by the person making the statement. If a witness does not want their name to be disclosed a digest which provides anonymity can be produced. However this does not have the same standing in law.

After the grievance meeting, the Manager chairing the meeting will respond with a written outcome to the Team member's grievance and inform the Team member that they can appeal against the decision if they

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are not satisfied with it. What is considered reasonable will vary from case to case but three to five working days is normally long enough. If it is not possible to respond within this timeframe, the Team member must be informed in writing with an explanation for the delay and informed when a response can be expected.

What is the responsibility of the Chair?

The Chair must give the grievance careful consideration before responding and must not prejudge the situation. Examples of prejudgment are:

- Holding a grievance meeting only to hand a pre-written decision letter to the Team member at the end of the meeting.
- Handing down the decision at the end of the grievance meeting without going back to carefully consider and weigh up all the facts, statements or any other relevant data, CCTV or images.
- In all cases at least three working days must be given for careful consideration of the facts and for obtaining further legal advice.

After the grievance meeting, the Manager will respond in writing to the Team member's grievance within a reasonable time. The Manager should let the Team member know that they can appeal against the decision if they are not satisfied with it. What is considered reasonable varies from case to case three to five working days is normally long enough. If it is not possible to respond within this time frame, the Team member should be given an explanation for the delay and told when a response can be expected in writing.

What happens when the employee cannot attend the date and time for the grievance meeting?

Meetings will be during Nursery opening times. When arranging a meeting under the statutory grievance procedure and the Team member fails to turn up, or informs you in advance that they cannot make it, the question of what happens next depends on the reason for non-attendance. The Nursery is expected to have taken all reasonable steps to secure the employee's attendance, or presented the employee with alternative options such as holding the grievance meeting on neutral territory, on the phone or permitting the employee to submit a more detailed written grievance statement.

What about appeals?

If a Team member informs us that they wish to appeal against the grievance decision the case is passed to another Manager, who must not have been involved in the grievance. The Manager should arrange an appeal meeting. This ensures undue influence is not placed on that individual during the appeal process, allows the appeal to be decided entirely impartially and enables compliance with the statutory grievance procedure. At the same time as inviting the Team member to attend an appeal meeting in writing, they should remind the Team member of their right to be accompanied at the appeal meeting by a colleague or a trade union official. The invitation to the appeal hearing must be sent out in writing with a minimum of three days' notice for when the employee receives the letter of invite. As with the original grievance meeting, Managers should write to the employee with a decision on their grievance appeal as soon as possible and within five days of hearing the appeal. At the Nursery the appeal decision is the final stage of the grievance procedure.

What is the statutory right to be accompanied?

Team members have a statutory right to be accompanied at grievance meetings, including grievance appeal meetings. Where a Team member is invited to attend a grievance meeting and the Team reasonably requests to be accompanied, the Chair must allow this bearing in mind safeguarding requirements. That colleague or Trade Union Official of a relevant union must be selected by the Team member an permitted to address the meeting in order to do any or all of the following with the Team members permission:

- Put the case.
- Sum up the case.
- Respond on the Team members behalf to any view expressed at the meeting.
- Permitted to confer with the Team member during the meeting.

However, the companion has no statutory right to answer questions on the Team member's behalf and is not permitted to do so.

The Nursery Manager hearing the grievance is free to select an initial date for a grievance meeting, but is required to re-schedule it where the employee's chosen companion is not available on the date proposed for the meeting. The employee must propose an alternative time that is reasonable and which falls within a period of five working days, excluding weekends and Bank Holidays, beginning with the first working day after

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the date proposed. If the employee's chosen companion is a team member, they must be given time off work during working hours to accompany the team member.

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Section 11 – Self Employed Staff Agreement and Specialist Teachers Agreement.

1. Invoices must be sent to the nursery by email on or before the 20th of each month. Delayed invoices will not be paid until the following month.
2. If invoices from self-employed teachers are not received by the 20th, or if the 20th falls on a weekend, then the invoice must be received by the last working day before this.
3. Nursery Managers confirm all invoices are correct when they email to the company accountant and Company Director. Invoices must be checked to ensure that they are correctly paid.
4. Payroll accountant will create payment schedule to be signed off by Company Director.
5. Self-employed staff to be paid by faster payment on or around the first Friday of each month.
6. Self-employed staff to ensure that bank details for faster payment payments are on every invoice that is presented, along with a detailed description of services rendered, dates, and any other charges.
7. Self-employed staff confirm by signing below that they are responsible for the tax and any pension they may have.
8. Self-employed staff or the organisation for which they work are responsible for arranging the appropriate DBS checks. Before a self-employed specialist begins working directly with children, the Nursery Manager must verify and record the required enhanced DBS check and, where applicable, children's barred-list check, and confirm the person's suitability.
9. Self-employed staff or the organisation for which they work have adequate public liability insurance for working with children and will provide a copy of their insurance on an annual basis when it is renewed.

Self-employed members of staff please sign below to ensure you have read, understood payment conditions as set out above and return to the Nursery Manager.

Sign:

Print Name:

Date:

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Section 12 – Staff Induction Training Schedule

Start Date: Name:

Pre-Start -The following is to be sent by email to new staff members:

Task	Date completed	Signed
Certificates filed, references acquired, checked by phone and notes made and signed by manager.		
Staff contract, job description, new staff forms, qualification discussed and filed.		
Government online prevent training completed and filed		
Policy 1 – Staffing policy, questions and answers completed.		
Policy 2 – Organisation, questions and answers completed.		
Policy 3 - Care, learning and play, questions and answers completed.		
Policy 4 - Physical environment, questions and answers completed.		
Policy 5 - Toys, resources and equipment, questions and answers completed.		
Policy 6 – Safety, questions and answers completed.		
Policy 7 – Health, questions and answers completed.		
Policy 8 – Food, drink and Nutrition, questions and answers completed.		
Policy 9 - Equal opportunities, questions and answers completed.		
Policy 10 - Special needs, questions and answers completed.		
Policy 11 - Behavior management, questions and answers completed.		
Policy 12 - Working in partnership with parents, questions and answers completed.		
Policy 13 - Safeguarding, whistleblowing and E safety, questions and answers completed.		
Policy 14 - Documentation , questions and answers completed.		

Nursery visit show round and discussion noted and filed during pre-start. Including:

Task	Date completed	Signed
On line training completed in Nursery Noodle Now. Safeguarding Level 2 included in Noodle Now. Food Safety L2 included in Noodle Now. Allergy Awareness membership purchase on Noodle Now. Fire Awareness membership purchase rate on Noodle Now.		
Uniform		
Plan of nursery including fire exits, phone locker and staff area, CCTV awareness		

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Task	Date completed	Signed
Nursery routines		
Capacity and ratios		
Specialist teachers		
Holiday and TOIL		
Morning tasks		
Evening tasks		
Signing in and time sheets		
Staff meetings		
Supervisions, appraisals and reviews		

Safeguarding

Task	Date completed	Signed
Safeguarding officers		
Safeguarding procedures		
Safeguarding forms		
Contact numbers		
Security including door entry and visitors book.		
Collection procedures		
Confidentiality		
Data protection and privacy		
Whistleblowing		
Suitable person lone access to office and data		
E Safety		
Prevent Duty and British Values		

Week 2 - Health and Safety

Task	Date completed	Signed
Health and safety training		
Fire drill		

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Task	Date completed	Signed
Accident forms and head bump		
Incident forms		
Monthly audits		
First aid kits		
Medication and forms		
Health care plans		
Nappy changing procedures		
Cleaning rotas		
Preexisting injury forms		
Kitchen checks		
Health care plans		

Week 3- Famly, Profiles and Education

Task	Date completed	Signed
Famly login		
Observations and draft list		
Children's accounts		
Summative reports		
Tracking and cohorts		
Planning		
Key work		
Assessments		
SEND		
EAL and DUAL		

Partnership with parents

Task	Date completed	Signed
Weekly catch up email		
Newsletter		

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Task	Date completed	Signed
Blog		
Events/stay and play		
Partnership coordinators		
Complaints procedure and concerns procedure		
Compliments procedure		
Open door policy		
Parents evening		
Parent consultations		
Daily reports		
New children		

Week 4

Task	Date completed	Signed
First probationary review and PIP.		
Job description review and questions.		
Other discussions or questions about Nursery.		

Date of completion: _____

Staff signature: _____

Line Manager signature; _____

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Section 12 – New Manager Induction and Training Schedule.

Start Date: Name:

The following is to be sent by email to new Managers and Deputy Managers:

Task	Date completed	Signed
Staff contract, job description, new staff forms discussed and filed. References acquired and checked by phone by Co-ordinator or Nursery Director and filed		
On line Government Prevent training completed and filed.		
Policy 1 – Staffing policy, questions and answers completed.		
Policy 2 – Organisation, questions and answers completed.		
Policy 3 - Care, learning and play, questions and answers completed.		
Policy 4 - Physical environment, questions and answers completed.		
Policy 5 - Toys, resources and equipment, questions and answers completed.		
Policy 6 – Safety, questions and answers completed.		
Policy 7 – Health, questions and answers completed.		
Policy 8 – Food, drink and Nutrition, questions and answers completed.		
Policy 9 - Equal opportunities, questions and answers completed.		
Policy 10 - Special needs, questions and answers completed.		
Policy 11 - Behavior management, questions and answers completed.		
Policy 12 - Working in partnership with parents, questions and answers completed.		
Policy 13 - Safeguarding, whistleblowing and E safety, questions and answers completed.		
Policy 14 - Documentation , questions and answers completed.		

Nursery visit show round and discussion noted and filed during pre-start. Including:

Task	Date completed	Signed
On line training completed in Nursery using Noodle Now and NDNA. Safeguarding Level 2 Food Safety L2 Allergy Awareness Fire Awareness Prevent Duty		

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Task	Date completed	Signed
FGM		
Uniform		
On line training completed and certificates filed		
Plan of nursery (Fire exits)		
Nursery routines		
Capacity and ratios		
Specialist teachers		
Holiday and TOIL		
Morning tasks		
Evening tasks		
Signing in and time sheets		
Staff meetings		
Supervisions, appraisals and reviews		

Introduction::

Task	Date completed	Signed
Safeguarding officers		
Safeguarding procedures		
Safeguarding forms		
Contact numbers		
Security		
Collection procedures		
Confidentiality		
Data protection		
DBS		
References		
Reporting to Ofsted and/or the LADO		

Management tasks:

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Task	Date completed	Signed
Management schedule		
Weekly report		
Rota		
Probation review		
Shopping budgets using fiscal responsibility.		
Team meetings		
Management meetings		
Managers email account		
Supervisions		
Performance reviews		
Appraisals		
Holidays and TOIL		
Sickness policy		
SIF		
Markel Law		
Time sheets		
Birthday lists		
Future occupancy		
Dietary requirements		
Milk returns		
Archiving		
Disciplinary procedures		
SEF		
Evidencing and showcasing		
Action planning		
ENCO		
SCR		
NDNA, Educare, Local Authority training		
Blog		

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Partnership with parents:

Task	Date completed	Signed
Weekly catch up email		
Newsletter		
Events/stay and play		
Partnership coordinators		
Complaints and Concerns procedure and folder.		
Compliments procedure		
Open door policy		
Parents evening		
Parent consultations		
Information to be displayed		
Eylog reports		
New children - welcome packs		

Financial:

Task	Date completed	Signed
Famly platform training		
Log credits		
Fee's due list		
Invoicing		
Future fees		
Creating fees		
Late charges		
Funding		
Payroll		
Petty cash and petty cash records.		
Credit card log, ordering procedure, logging procedure		

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Health and safety:

Task	Date completed	Signed
Health and safety training		
Fire drill		
Accident forms		
Incident forms		
Monthly audits		
First aid kits		
Medication		
Kitchen checks		
Use of electrical equipment		
Health care plans		

Famly, profiles and education

Task	Date completed	Signed
Famly login		
Observations and draft list		
Children's accounts		
Adding parents		
Summative reports		
Tracking and cohorts		
Planning		
Key work		
Wow books		
Assessment books		
Observation tracker		
SEND		

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Task	Date completed	Signed
First probationary review and PIP.		
Job description review and questions.		
Other discussions or questions about Nursery.		

Date of completion: _____

Staff signature: _____

Line manager signature: _____

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Section 13: Where can I find Nursery Forms?

Probationary review: Staff name: Job title:
Manager conducting review: Date of review:
Length of service: 1 month / 3 month / 6 months / extension (please delete as appropriate)

Review of attendance and punctuality:
Detailed improvements to practice (if required):
Conduct rated as: Inadequate/requires improvement/good/outstanding please delete

Review of personal conduct and professionalism:
Detailed improvements to practice (if required):
Conduct rated as: Inadequate/requires improvement/good/outstanding please delete

Review of policy and EYFS compliance:
Detailed improvements to practice (if required):
Conduct rated as: Inadequate/requires improvement/good/outstanding please delete

Review of professionalism and partnership with parents:
Detailed improvements to practice (if required):
Conduct rated as: Inadequate/requires improvement/good/outstanding please delete

Review of conduct, interactions and relationships with children:
Detailed improvements to practice (if required):
Conduct rated as: Inadequate/requires improvement/good/outstanding please delete

6 months' probation meeting only:

- ☐ Staff member has passed probation successfully on (date):
  OR (please delete)
- ☐ Probation to be extended for a further months. Additional review to be completed at this point.

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Employee sign:

Manager sign:

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Return to work after sickness absence
To be completed on the employees first day back after returning from sick leave .

Name:	
Date of first day of absence:	Date of return to work
Total number of days absent: (not including weekend/bank holidays)	
Reason for absence:	
Correct reporting procedure followed? YES NO If no, please detail:	
Appropriate medical certificate required: YES NO	
Additional notes:	

Staff member sign:

Nursery Manager sign:

Date:

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Confidential health questionnaire All information will be treated in confidence and is required to assess the fitness of a person for working with children.

1. Personal details:

Surname: ..... Forename(s): .....

Date of Birth: ..... Telephone: .....

Address: .....

Name and address of GP: .....

.....

2. Occupational history:

Has your employment ever been terminated on the grounds of ill health or conduct?

☐ Yes ☐ No

Approximately how many days/weeks sickness absence did you have in the last twelve months?.....

On how many occasions……

3. Medical history:

Do you smoke?: .....

Are you currently taking prescribed medicine?:.....

Are you currently under the care of a doctor or other medical professional?:.....

Are you currently suffering from or have suffered from any of the following listed below:

Heart problems ☐ Yes ☐ No	Lung disease ☐ Yes ☐ No	Stomach, bowel illness ☐ Yes ☐ No
Jaundice, hepatitis ☐ Yes ☐ No	Joint problems, arthritis ☐ Yes ☐ No	Headaches, migraines ☐ Yes ☐ No
Diabetes ☐ Yes ☐ No	Allergies ☐ Yes ☐ No	Stress, severe stress ☐ Yes ☐ No
Serious accident ☐ Yes ☐ No	High blood pressure ☐ Yes ☐ No	Asthma, lung issues ☐ Yes ☐ No
Hernia or rupture ☐ Yes ☐ No	Kidney, bladder disorder ☐ Yes ☐ No	Back, neck problems ☐ Yes ☐ No
Fits, blackouts, epilepsy ☐ Yes ☐ No	Depression, anxiety ☐ Yes ☐ No	Hearing, sight problems ☐ Yes ☐ No
Skin problems ☐ Yes ☐ No	Surgical operations ☐ Yes ☐ No	Mobility problems ☐ Yes ☐ No
Multiple Sclerosis	Cancer	Special needs, requirements

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☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

Mental health illness
☐ Yes ☐ No

Wellbeing concerns
☐ Yes ☐ No

Allergies, severe allergies or anaphylaxis
☐ Yes ☐ No

Cancer
☐ Yes ☐ No

Dyslexia
☐ Yes ☐ No

Dyspraxia
☐ Yes ☐ No

Menopause or Perimenopause
☐ Yes ☐ No

Any other illness, health concerns or medical conditions requiring treatment or medication and conditions requiring monitoring, reasonable adjustments and, or treatment or treatments.
☐ Yes ☐ No

Please provide details of all other physical or mental illness or wellbeing concerns in full below and continue on a separate sheet if necessary.

……

……

……

If you have answered yes to any questions in section 2 or 3, or have any infectious diseases, please give details and approximate dates where relevant. Continue on a separate sheet if necessary.

……

……

……

This is particularly important where you have a qualifying disability under both the **Disability Discrimination Act 1995** and the **Disability Discrimination Act 2005**, as it will enable us to identify what, if any, reasonable adjustments can be made.

……

……

……

Declarations: I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, disciplinary action may be taken against me, which may include dismissal:

1) I give full consent for Children First Nurseries to formally request medical information or history from any Doctor who has treated me.
2) I understand that I may be required to obtain a medical from an occupational health doctor or Consultant to ascertain my fitness during my employment. The choice of the Doctor or the Consultant could be at the choice of the Nursery and will be paid for by the nursery.
3) I understand that at any time during my employment I may be required to have a full medical examination and/or x ray to ascertain my fitness for work. This could be by a doctor nominated by the Nursery.
4) I declare that all the information I have given is true to the best of my knowledge. I understand that if I have knowingly concealed any important illness or given any false answers, would be considered a gross breach of trust, and that my employment may be terminated by the Nursery.

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I have read and understand the agreements and declarations above:

Signed: _____ Date: _____

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Employee disciplinary log:

Name of employee:	
Job title and department:	

Date disciplinary sanction imposed	FSB number and link caseworker	Type of sanction*	Date of expiry**	Reason for disciplinary action***	Details of any appeal lodged

Guidance notes for managers:
* Set out the nature of the disciplinary sanction imposed – this could be a written warning, final written warning or dismissal.

** State the date that the disciplinary sanction will expire – a first written warning should, generally, expire after six months and final written warnings after twelve months.

*** Explain the reasons why disciplinary action was taken e.g. poor timekeeping or attendance record, failure to follow a reasonable management instruction, etc.

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Time off in lieu (TOIL)

Time in lieu must be recorded and countersigned by Nursery Manager. Please note that this time will be taken as part days and must be taken on quiet days in agreement with child and adult ratios. It cannot be accrued and then taken as annual leave. Nursery Managers must aim to repay lieu within the same working month. Nursery Manager's time in lieu must be countersigned by the company director.

Date	Reason	From	To	Amount	Countersigned Manager	Date Taken	Manager C/sign	Time left in lieu

Checked Nursery Manager: Date: .

Completed TOIL records must be kept in individual staff files for the whole of their employment.

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Staff absence totals

This is to be reviewed annually by the Nursery Manager. This should be sent to the Company Director and used to inform any staff salary reviews.

Staff name	Start date	Total sick days taken	Number of occasions	Total unpaid leave taken, and reasons	Other comments

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Employment application form

Position applied for		Date of application	

Personal Details

First Name			
Surname			
Full Postal Address			
Home Phone Number		Mobile Number	
Email Address		N I Number	

Right to work in UK

Do you have the right to work in the UK?	Yes No
If you are not British or a European Union national, are you entitled to take up employment in the UK?	Yes No

If you have answered yes:

Do you hold at least one of the following documents: Please note: All applicants must provide acceptable evidence of their right to work in the UK before employment begins.The Nursery will carry out and record the appropriate Home Office right-to-work check, using approved documents or the online share-code service where applicable.An EU, EEA or Swiss passport or identity card alone is not sufficient evidence of the right to work in the UK. Irish citizens may use an Irish passport or passport card.Where permission to work is time-limited, please provide details of any restrictions and the expiry date.Current guidance: https://www.gov.uk/check-job-applicant-right-to-work	A UK, European, or Swiss passport. A European, or Swiss national identity card A FULL birth or adoption certificate issued in the UK which includes the name of at least one parent, AND an additional document giving a permanent NI number and their name issued by a government agency or previous employer. If none of the above is provided, a further extensive list can be found from the Home Office website.

If you have answered no:

Do you have a work permit?	Yes No
If yes, please specify the terms of this permit/visa and expiry date:	

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Type of Work
Are you looking for full time or part time work?

What hours are you available to work?

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Education & Qualifications
Please use the boxes below to tell us about the qualifications you have obtained throughout your secondary education, further education and professional training. Please continue on a separate sheet if required. You will be required to bring original copies of certificates to interview.

Qualification Gained	Grade / Level	Name of School / College / Uni.	Date Achieved	Awarding Body

Other Skills
(Please use this space to detail any other skills you have i.e. musical, languages, first aid, safeguarding etc.)

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Employment History

Please give full details of all your previous employment. This should include all paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If you have held different posts with the same employer please include these separately. Please indicate reasons for any substantial gaps in employment and full time study. Continue on a separate sheet if necessary. Please start with your present employer.

Name of current or most recent employer:	
Employers address:	Telephone no:
	Email:
Job title:	
Start date:	Leave date:
Main duties:	
Reason for leaving:	
Notice required:	Salary upon leaving:
Name of previous employer:	
Employers address:	Telephone no:
	Email:
Job title:	
Start date:	Leave date:
Main duties:	
Reason for leaving:	
Name of previous employer:	
Employers address:	Telephone no:
	Email:
Job title:	

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Start date:	Leave date:
Main duties:	
Reason for leaving:	

Please use this space to detail reasons for any gaps in your employment history.

Personal Statement

Please give details and examples of the skills and aptitude you have relevant to this post. Continue on a separate sheet if necessary.

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References

Please provide the names of three referees, one of whom must be your current or most recent employer and the others a previous employer or professional acquaintance. They must not be a friend or a member of your family.

1. Full name of referee: Job Title: Company Name: Address: Telephone Number: Email Address: Relationship to self:	**FOR OFFICE USE ONLY** REFERENCE 1: Date Applied for: Dates Followed up if necessary by email and phone: Date Obtained: **Date Checked for authenticity by phone with notes on reference:** Nursery Manager Initials: Notes:
2. Full name of referee: Job Title: Company Name: Address: Telephone Number: Email Address: Relationship to self:	**FOR OFFICE USE ONLY** REFERENCE 2: Date Applied for: Dates followed up by phone and email: Date Obtained: **Date Checked for authenticity by phone with notes on the reference:** Nursery Manager Initials: Notes:
3. Full name of referee: Job Title: Company Name: Address: Telephone Number: Email Address: Relationship to self:	**FOR OFFICE USE ONLY** REFERENCE 3: Date applied for: Dates followed up by phone and email. Date obtained: **Date checked for authenticity by phone with notes on the reference:** Nursery Manager Initials: Notes:

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4. Seniors and Managers only - Full name of referee:	**FOR OFFICE USE ONLY**
Job Title:	REFERENCE 3:
Company Name:	Date applied for:
Address:	Dates followed up by phone and email. Date obtained:
Telephone Number:	**Date checked for authenticity by phone with notes on the reference:**
Email Address:	Nursery Manager Initials:
Relationship to self:	Notes:

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