

Staffing and Employment Policies



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Safeguarding and Welfare Requirement:

Suitable People

- Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

Staff Qualifications, Training, Support and Skills

- At least one person who has a current paediatric first aid certificate is on the premises at all times when children are present and must accompany children on outings.

Health

- The provider must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

Key Person

- Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents

Staff: Child ratios

- Staffing arrangements must meet the needs of all children and ensure their safety

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2.1 Employment

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our staff have job descriptions, which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme. We also use evidence

from references, employment history, interviews and any other checks undertaken, for example medical suitability.

- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- We require that all staff and volunteers acquiring a new DBS check keep it up to date by subscribing to the DBS Update Service throughout the duration of their employment with us.
- Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
- We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up to date for the duration of their employment with us.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person who include our trustees and our manager.

Training and staff development

- Our manager and deputy hold at least the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all our staff – whether paid staff or volunteers – through the Pre-school Learning Alliance, local authority and external agencies.
- Our budget allocates resources to training.
- We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within a longer induction plan.
- We support the work of our staff by holding supervision meetings each term.
- We are committed to recruiting and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Our staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will always be stored securely and kept out of reach of the children.
- If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Our staff usually take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our deputy manager with sufficient notice.
- Where our staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored, and action is taken where necessary, in accordance with the individual's contract of employment.
- We have several members of staff who can cover additional sessions in order to cover unplanned absences.

Staff undertaking Babysitting or other work outside of our provision.

We will not be held responsible for any private arrangements or agreements that are made between members of staff and parents/carers of pre-school children.

Our staff or their family members, may be asked to carry out babysitting, or other duties outside their working hours at a parent's home or place of work or their own home and are free to do so, but must declare this to the manager before beginning the arrangement.

We take no responsibility for recommending staff or for being responsible whilst staff members or other members of their household are working in a private arrangement with the parent(s) of children from our provision. This includes, but is not limited to health and safety issues, conduct issues or grievances.

When a staff member takes a child home with the parents' consent, as either a childminder or babysitter, the child is no longer the responsibility of the preschool once they have left the preschool building

We have a rigorous recruitment procedure to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews and vetting such as DBS checks and checks on references and qualifications. Furthermore, whilst in our employ, all staff members are subject to ongoing supervision, observation, and assessment, to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment, and our duty to safeguard children as above does not extend to private arrangements. If private babysitting duties are viewed to interfere with any aspect of the staff member's employment, we may require that the agreement be terminated.

The Preschool will keep staff and parent contact details confidential in line with our confidentiality policy. To arrange babysitting the parties must arrange communication between them outside of our session times. Both parties must remain highly conscious that confidentiality must always be paramount, and staff cannot discuss any details of the preschool.

2.2 Student placements

Policy statement

We recognise that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
- We always supervise students under the age of 17 years, and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Trainee staff and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy.
- We co-operate with students' tutors to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

2.3 Grievances procedure

1. Introduction

The following procedure should be followed to settle all grievances concerning any employee(s) of Clockhouse Pre-School Playgroup.

2. Principles

- The key objective of the procedure is to allow grievances to be settled quickly, fairly and at the lowest possible level within Clockhouse Pre-School Playgroup, whilst allowing employees the opportunity to appeal to a higher level if necessary.
- The procedure covers all employed staff in Clockhouse Pre-School Playgroup who have a grievance.
- It covers all matters which may become a source of grievance, excluding:
 - those concerned with disciplinary action unless the disciplinary action amounts to discrimination, or the action was not taken on the grounds of the employees conduct or capability
 - decisions on strategic business issues, which are taken by the Management Committee, but not excluding the operational impact of those decisions
- Employees are encouraged to raise concerns verbally with their manager prior to raising a formal grievance.
- Employees are entitled to be accompanied at a grievance meeting and appeal, by a trade union representative or by a work colleague.

3. Procedure

- The Pre-school's policy is to encourage free interchange and communication between managers and the staff they manage. This ensures that questions and problems can be aired and resolved quickly and that grievances are settled informally.

4. Informal Procedure

- If an employee has a complaint about their individual circumstances at work, then they are entitled to raise a grievance. Employees are expected to discuss ordinary day to day issues informally with your line manager through supervision meetings or if necessary, request a separate meeting. Where this is not possible employees should raise their concerns verbally with the next level of management, prior to raising a formal grievance.
- If after seeking to resolve concerns informally employees are not satisfied, then they should write to the early years setting, explaining their grievance.

5. Formal Procedure

- Employees must provide in writing, the nature of the alleged grievance and send the written complaint to the manager.
- Where the grievance is against the manager the matter should be raised with Allison Pendergast, Chair of our committee
- Normally within 5 working days of receiving a grievance, the manager will write to the employee, inviting them to attend a meeting where the alleged grievance can be discussed. The meeting should be scheduled to take place as soon as reasonably possible, and normally at least 5 working days' notice of this meeting should be provided to the employee.
- Employees are required to take all reasonable steps to attend the meeting. However, should, for a reasonably unforeseen reason, either the employee, the manager or their companions are unable to attend the meeting, it must be rearranged.
- Should an employee's companion be unable to attend then the employee should make contact within 5 days of the date of the letter to arrange an alternative date that falls within 10 days of the original date provided. These time limits may be extended by mutual agreement.
- At the meeting the employee must inform the manager hearing the grievance what the basis for the complaint is.
- After the final meeting, the manager hearing the grievance must write to the employee informing them about any decision and offering the right of appeal. This letter should be sent within 10 working days of the grievance meeting and should include the details of how to appeal.
- Should the employee consider that the grievance has not been satisfactorily resolved, then they must set out their grounds of appeal in writing within 7 working days, of receipt of the decision letter, confirming that they wish to appeal against the decision or failure to make a decision.
- Within 5 working days of receiving an appeal letter, the employee should be written to inviting her/him to attend an appeal hearing where the alleged grievance can be discussed. The appeal meeting should be scheduled to take place as soon as reasonably possible.
- Employees are required to take all reasonable steps to attend the appeal hearing. However, should, for a reasonably unforeseen reason, either the employee, the line manager or their companions be unable to attend the meeting, it must be rearranged.
- Should an employee's companion be unable to attend then the employee should make contact within 5 days of the date of the letter to arrange an alternative date that falls within 10 days of the original date provided. These time limits may be extended by mutual agreement.
- After the appeal meeting, the appeal hearing manager must write to the employee informing them of the employer's final decision. This letter should be sent within 10 working days of the appeal hearing.
- This is the final stage of the procedure.

2.4 Retirement policy

1. Introduction

- The Retirement Policy aims to clarify the obligations that the setting and its employees have in relation to retirement. This policy details some options employees have available to them when considering retirement.
- This policy incorporates the statutes relating to the Employment Equality (Age) Regulations 2006.

2. Principles

- The normal retirement age within the setting, in line with the national “default retirement” age, is 65 years.
- The setting believes, wherever possible, that individuals should be able to continue working beyond this age and will therefore consider applications to work beyond the default retirement age on an individual basis, based on business need and merit.
- The setting will take all reasonable steps to accommodate an employee’s request to continue working beyond their default retirement age and have a range of options for flexible or phased retirement programs. As each job role and individual’s personal circumstances are different the options should assist in meeting the needs of individuals and the business.
- Employees nearing retirement age should advise their manager as early as possible as to their intentions to retirement. This will help the setting with its succession planning and assist employees who wish to continue working beyond the default age, by allowing managers to carefully consider any requests and possible employment options available to them.

3. Procedure

- Employees will receive notification of their default retirement age from managers between 6 and 12 months prior to this date, providing details of their right to request to work beyond this date.
- Employees should respond to this letter stating their intentions and providing details of any flexible working arrangements they wish to be considered (please see Flexible Retirement Guidance Notes) at this stage.
- Employee’s requests to work beyond the default retirement age should be made to managers between 4 and 6 months prior to the default age.
- Requests should clearly specify whether their wish is to:
 - stay within the employment of the setting until the age of 70
 - continue their employment with the setting until a specified date
 - continue their employment on a fixed-term period
- Employees should also state any flexible working options that they wish to be considered, alongside the above information.
- Once a request has been received by a manager the employee will be invited to attend a meeting, within 21 days, to discuss the feasibility of the request.
- Within 15 days of the meeting the manager will write to the employee, confirming their decision, after considering the representations made by the employee and the general business needs that might affect any decisions.
- Employees will have the right to appeal a decision not to authorise the request. An appeal letter should state the grounds of any appeal and be sent to the manager within 15 days of the decision letter being sent.
- The setting’s decision in any request to work beyond the stated default date will be reasonable, based on individual circumstances and business need.
- If following an appeal, the setting does not wish to authorise the decision to continue working then the decision will be final.

2.5 Disciplinary procedure

1. Introduction

This procedure is designed to encourage all employees to achieve high standards of conduct and work performance and aims to provide a fair, effective, and consistent method of dealing with disciplinary matters.

2. Key principles

- employees are expected to know the standard of conduct or work performance expected of them
- employees will be provided with a management statement of the case prior to any disciplinary meeting and will be allowed to respond to any alleged fault or failing at the meeting
- an employee is entitled to be accompanied by a trade union representative to a disciplinary meeting or work colleague employed by the setting. Other external representatives may not accompany an employee
- for minor or isolated infringements of rules or expected behaviour, managers and supervisors should give employees informal advice, coaching and counselling as part of their supervisory duties
- where an employee’s conduct or performance fails to improve because of advice, coaching or counselling, or where the offence is more serious, then the disciplinary procedure will be applied
- except in cases of gross misconduct, no employee will be dismissed for a first offence

3. Categories of gross misconduct

Gross misconduct is a category which can include:

- theft, fraud and deliberate falsification of records
- physical violence
- serious bullying or harassment
- deliberate damage to property
- serious insubordination
- misuse of the settings property or name
- bringing the organisation into serious disrepute
- serious incapability whilst on duty brought on by alcohol or illegal drugs
- serious negligence which causes or might cause unacceptable loss, damage, or injury
- serious infringement of health and safety rules
- serious breach of confidentiality (subject to the Public Interest (Disclosure) Act 1998)
- serious failure to comply with procedures that safeguard children

This is not an exhaustive list.

4. Steps prior to deciding to take disciplinary action

- when any incident of misconduct or negligence or poor performance is alleged to have occurred, the manager must establish the facts to decide whether there is a need for a disciplinary interview
- where appropriate/possible, signed written statements should be obtained as quickly as possible from the individual(s) concerned and should include where possible dates, times, details of those present and the issues of concern

5. The key steps in taking disciplinary action – standard procedure

Step 1: management statement of grounds for action and invitation to a meeting

- following an appropriate investigation, the manager must prepare a written statement of the employee's alleged conduct or characteristics, or of the circumstance which have lead to the contemplation of taking disciplinary action
the manager or supervisor must send the statement to the employee including any evidence that will be relied upon at the meeting and, and invite her/him to attend a disciplinary meeting to discuss the matter. The employee should also be informed of their right to be accompanied at the meeting. Employees should be given an appropriate amount of notice of the meeting in order to prepare their response

Step 2: the disciplinary meeting

- a disciplinary meeting must take place before any disciplinary action is taken, (except where the action in question consists of suspension pending a disciplinary meeting)
- at the meeting, the manager or supervisor should ensure that the circumstances of the complaint against the employee are fully discussed and that the employee is provided with an opportunity to respond to the management case. The manager will then decide whether to issue a disciplinary penalty. The outcome of the disciplinary meeting must be confirmed in writing within 7 working days, to include the right of appeal and to whom to address any appeal letter

Step 3: the appeal

- any employee who feels they have been disciplined unfairly may appeal in writing to the person named in the disciplinary letter. All appeals must be submitted in writing, clearly set out the grounds for appeal, within 7 working days of the date of the disciplinary meeting letter
- normally an appeal meeting will be arranged with the employee together with the chair of the committee, who issued the disciplinary penalty, within 15 working days of the employee's request
- appeals will normally be held within 15 working days of the date of the original disciplinary meeting. A letter detailing the outcome of the appeal should be issued within 10 working days of the appeal meeting

6. The key steps in taking disciplinary action – modified procedure

The setting has a modified procedure which applies where:

- the dismissal took place when the setting became aware of the conduct or immediately thereafter
- it was reasonable to dismiss the employee without notice or any payment in lieu of notice, because of the his/her gross misconduct
- it was reasonable in the circumstances, to dismiss the employee before enquiring into the circumstances in which the gross misconduct took place

The modified element of the procedure is only likely to apply in the rarest of circumstances, such as where an employee does not have a work permit or is guilty of gross misconduct in circumstances where immediate dismissal is necessitated.

Step 1: management statement of grounds for dismissal

- In most cases of gross misconduct, following a period of suspension of the employee and an appropriate investigation, the manager must send the employee a written statement which includes the following:
- the employee's alleged misconduct which led to the dismissal
- the basis for thinking, at the time of dismissal, that the employee was guilty of the alleged misconduct
- the employee's right of appeal

Step 2 – the appeal

- Any employee who feels they have been disciplined unfairly may appeal in writing, as set out in paragraph 5.
The employee must take all reasonable steps to attend the disciplinary appeal meeting.

7. Disciplinary penalties

- Managers should not issue any disciplinary penalties without a formal meeting.
- There are five disciplinary penalties, which may result from misconduct:
 - formal verbal warning (first formal warning)
 - written warning
 - final written warning
 - dismissal with notice
 - summary dismissal
- The gravity of the offence will determine which disciplinary penalty is issued.

8. Formal verbal warning

Minor breaches of organisational discipline, misconduct or time keeping, or failure to meet performance criteria, may result in a formal verbal warning given by the manager. The manager may give this at a disciplinary meeting with the employee. This warning should be confirmed in writing. If the warning relates to unsatisfactory performance, then it should set out:

- the performance required
- the improvement required
- the timescale for improvement
- any review dates
- any support that can be offered to assist the employee to improve their performance
- If the warning relates to conduct, then the nature of the misconduct and the change in behaviour required should be set out in the warning letter.
- The employee may be accompanied at the meeting by a work colleague or a trade union representative.
- The warning will be placed on the employee's personnel file. After a period of three months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

9. Written warnings

- If the infringement is regarded as more serious, or the employee's work or conduct are considered unsatisfactory after they have received a formal verbal warning and after a period has elapsed in which the employee has had time to remedy their work or conduct, a disciplinary meeting conducted by the manager will be held.
- The employee will be informed of the nature of the complaint and such evidence as may exist, and will be given an opportunity to respond. The employee will be told of the decision and given a letter of confirmation within 10 working days of the disciplinary meeting. The written confirmation will state:
the date of the disciplinary meeting and those present
 - the penalty imposed
 - details of the misconduct, poor performance or poor time keeping that has occasioned a warning and the performance required or the change in behaviour required
 - the timescales for performance improvement, where appropriate
 - details of any necessary action to remedy the situation, any period of review, extra training or supervision etc., or the possibility for redeployment / demotion
 - that any further misconduct etc. will result in a further disciplinary meeting and will normally result in a confirmed final warning, which if unheeded will result in dismissal with appropriate notice
 - that there is a right of appeal
- After a period of six months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

10. Final written warning

- If the employee's work or conduct fails to improve, or where the infringement is sufficiently serious, the manager will follow the same procedures as for issuing a written warning. If proven, a final warning, which will be in writing, will be given to the employee warning that any further misconduct will result in dismissal with appropriate notice.
- After a period of twelve months, if no further disciplinary action has been found necessary and the breach has been resolved, the warning will expire.

11. Gross misconduct

- Employees dismissed with notice will be paid for this notice period. An employee may be dismissed without notice if there has been an act of gross misconduct, or a major breach of duty or conduct that brings the organisation into disrepute. The employee will be suspended with pay while the circumstances of the alleged gross misconduct are investigated.
- A dismissal must be confirmed in writing within 10 working days of the date of the disciplinary interview. As well as covering the points in paragraphs 9.1 and 9.2, the letter should also include details of any outstanding money owed to the employee, how and when it will be paid and the final date of employment.
- Where a member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child, we inform the Department for Education and Skills, other relevant agencies and follow Local Safeguarding Children Board guidelines.

12. Suspension

- Suspension should be used sparingly in circumstances where the manager needs to conduct an investigation prior to a hearing where it is felt that the impact of not suspending the employee during the period would be likely to be more detrimental than suspending them.
- Cases which involve potential gross misconduct will usually result in suspension - particularly when relationships have broken down or where the setting's property or responsibilities to other parties are involved, or where the employee's presence may prejudice the inquiry.
- Suspension should be kept brief and reviewed to ensure that it is not unnecessarily protracted.

13. Timescales

- Employees are required to take all reasonable steps to attend the hearing. However, should, for a reasonably unforeseen reason, either the employee, the line manager or their companions be unable to attend the meeting, it must be rearranged.
- Should an employee's companion be unable to attend then the employee should make contact within 5 days of the date of the letter to arrange an alternative date that falls within 10 days of the original date provided.
- Time limits may be extended by mutual agreement.

14. Amendments to the Procedure

These procedures may not apply where there is a significant threat of violence or harassment. Under these circumstances the management committee should be contacted.

2.6 Induction of employees and volunteers

Policy statement

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

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures are read and adhered to.
 - Introduction to the parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to any key children where applicable.
 - Details of the tasks and daily routines to be completed.
 - Reviewing training completed and needed and planning for this to be completed.
- The induction period lasts eight weeks. The manager and administrator induct new employees and volunteers. Our chair inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks, and routines.
- Successful completion of the induction forms part of the probationary period.

- Following induction, we continue to support our staff to deliver high quality performance through regular supervision of their work and discussion.

2.7 First aid

Policy statement

We can take action to apply first aid treatment in the event of an accident involving a child or adult.

Procedures

At least one adult with a current paediatric first aid certificate is on the premises, or on an outing, at any time. The first aid qualification includes first aid training for infants and young children. We ensure that the first aid training is relevant to adults caring for young children.

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.
- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset, or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded by the first aider on our accident record forms and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

The first aid kit:

Our first aid kit is always accessible and contains the following items:

- Triangular bandages
- Small, Medium and Large Sterile dressings.
- Assorted (individually-wrapped) plasters.
- Sterile eye pads.
- Safety pins.
- Guidance card as recommended by HSE.
- Disposable gloves.
- Plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of cold compresses is kept in the fridge and freezer.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

2.8 The role of the key person and settling in

Policy statement

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child,

the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, our staff are committed, and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's well-being and their role as active partners with our setting. We aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach that promotes effective and positive relationships for children.

Procedures

- We allocate a key person before the child starts.
- The key person is responsible for:
 - Providing an induction for the family and for settling the child into our setting.
 - Offering unconditional regard for the child and being non-judgemental.
 - Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
 - Acting as the key contact for the parents.
 - Contributing to and updating developmental records and sharing information on a regular basis with the child's parents, reflecting the full picture of the child in our setting and at home.
 - Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other adults and children.

Settling-in

- Before a child starts to attend our setting, we use a variety of ways to provide his/her parents with information. These include written information including our prospectus and policies, displays about activities available within the setting, information days, individual meetings, and home visits with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting and we offer all families a home visit in the days before a child starts with us.
- The key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We use pre-start visits and the first session at which a child attends to explain and complete, with his/her parents, the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- We have an expectation that if necessary, the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child; increasing this time as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person or other adults in the setting; for example, the child seems pleased to be in the setting. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when, using the easily understandable term 'after story time' if they will be returning at the end of the session.
- We recognise that some children will settle more readily than others, but that some children who appear to settle rapidly may not yet be ready to be left.
- We do not believe that leaving a child to cry will help them to settle more quickly. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first two weeks of starting, we discuss and work with the child's parents to begin to create their child's learning journal.

The progress check at age two

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance *A Know How Guide: The EYFS progress check at age two*.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by us to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.

2.9 Staffing and space

Policy statement

We provide staffing and space ratios in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

To meet this aim, we use the following procedures:

We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements to ensure adequate ratios of adult to children:

- Children aged two years: 1 adult: 4 children:
 - at least one member of staff holds a full and relevant level 3 qualification; and
 - at least half of all other staff hold a full and relevant level 2 qualification.
- Children aged three years and over: 1 adult: 8 children:
 - at least one member of staff holds a full and relevant level 3 qualification; and
 - at least half of all other staff hold at least a full and relevant level 2 qualification.
- Where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over between the hours of 8am and 4pm as follows:
 - there is at least one member of staff for every 13 children; and
 - at least one other member of staff holds a full and relevant level 3 qualification.
- We only include those aged 17 years or older within our ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.
- A minimum of two staff/adults are on duty at any one time; one of whom is either our manager, deputy or third in charge.
- Our manager deploys our staff, students, and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight or hearing of staff.
- Our staff, students and volunteers inform their colleagues if they must leave their area and tell colleagues where they are going.
- Our staff, students and volunteers always focus their attention on children and do not spend time in social conversation with colleagues while they are working with children.

Space requirements:

- We arrange our spaces and equipment in a way that best meets the needs of the children.
- We hold regular staff meetings to reflect upon our practice, including the environment.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements to ensure adequate ratios of indoor space:
 - Two year olds: 2.5 m² per child
 - Children aged three to five years: 2.3 m² per child

We access our outdoor area for the majority of every session unless circumstances make this inappropriate, for example in unsafe weather conditions.

Safeguarding and Welfare Requirement: Information and Records

Providers must put in place a written procedure for dealing with concerns and complaints from parents and/or carers.

2.10 Whistleblowing

Policy statement

We are, as an organisation, committed to delivering a high-quality pre-school service, promoting organisational accountability and maintaining public confidence.

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to;

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to the formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the setting, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

Procedures

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the pre-school leader Sarah Campbell, in person or on 02086636149 who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the pre-school leader, he or she should contact either:

- The Chair of the committee Allison Pendergast,
- Early Years Advisor at Bromley Early Years, or
- OFSTED's whistleblowing hotline on 0300123 3155 (Monday to Friday 8am – 6pm) or by email at: whistleblowing@ofsted.gov.uk, or write to : WBHL, Ofsted, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA for advice on what steps to follow.

A disclosure in good faith to the pre-school leader or Chair will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.