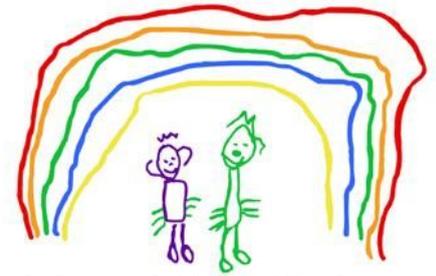


# Staffing and Employment Policy

## Statement of Intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked by the DBS in accordance with requirements.



Magdalen Gates  
Preschool

## Aims

To ensure that children and their parents are offered high quality preschool care and education.

## Methods

- To meet this aim we use the following ratios of adult to child :
  - children aged 2 years 1 adult : 4 children
  - children aged 3-7 years 1 adult : 8 children

As detailed in the EYFS 2017

- A minimum of three staff/adults are on duty at any one time including during breaks.
- Suitable staff are available for emergency cover and arrangements are in place – a list is available
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All 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 marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will

not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

- All staff are supported to gain at least a full and relevant level 3 qualification in Early Years Practice.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safeguarding Policy and Procedures. Other policies and procedures will be introduced within an induction plan.
- Refresher induction is carried out for staff returning after a long absence such as maternity leave.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We follow EYFS statutory guidance and Norfolk County Council guidance on safe recruitment and staffing.
- We notify OFSTED of any relevant changes.
- We ensure practitioners are never working with children while under the influence of alcohol or other substance which may affect their ability to care for children.
- All staff are key workers and are allocated children depending on hours worked and experience. A proportional amount of overtime is allocated for completion of key person paperwork.
- Staff wear a uniform t-shirt. Staff are allocated 2 t-shirts every 2 years from when they start their job. Staff are provided with a uniform fleece.
- Staff mobile phones will be switched off during session times and kept in lockers. The preschool landline number may be given out for emergency use.
- Staff must declare annually or immediately, whether they are taking medication that is likely to impair the staff member's ability to look after children properly.

## **Policy updated March 2018**

Further information: NCC Safeguarding and safer recruitment toolkit 2012 (see [Norfolk.gov.uk](http://Norfolk.gov.uk)) and NSCB safer recruitment guidance (see NSCB website)

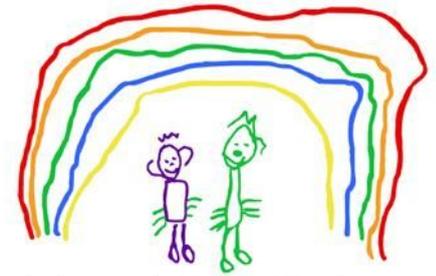
# Whistle Blowing Policy

The vast majority of adults working with children do so because they want to support and nurture their development. However, some people enter this area of

work to gain close contact with children or because of a misplaced feeling that the work will be easy. There may be times when adults are concerned about the

behaviour of their colleagues, for example in relation to the way they are managing

children's behaviour. It can be difficult to express concerns about a colleague and it is not unreasonable to be worried about the possible consequences of expressing a concern. It is therefore very important that Magdalen Gates Preschool ensures we have a culture in which everyone feels safe about sharing concerns, knows that they will be taken seriously and treated sensitively and confidentially. We always make it clear to everyone involved - including parents/carers and children where appropriate - that it is important to express concerns about the behaviour of adults, whether paid or unpaid, that might have a negative impact on a child. The child's needs must remain paramount.



Magdalen Gates  
Preschool

“Whistle blowing is raising a concern about malpractice within an organisation.”

This policy provides our staff and volunteers with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice with the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998 – encouraging people to raise concerns about misconduct or malpractice in an organisation. The Act covers behaviour which amounts to :

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

This policy is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern.

## Procedure

- Anyone who wishes to raise such a concern should report the matter to the Preschool manager who will report to the Chair of trustees. If the employee / volunteer feels they cannot report to the manager they may report directly to the Chair.
- The Chair / trustees will then advise the employee / volunteer of the action that will be taken in response to the concerns raised.
- Concerns will be investigated and resolved as quickly as possible.
- Confidentiality will be maintained wherever possible and the employee / volunteer will not suffer any personal detriment as a result of raising a genuine concern. Confidentiality applies to those raising concerns and those who are the subject of concerns
- Self-reporting - acknowledge staff can and should talk to their manager where they are concerned about their own health/personal problems that might be impacting on their work with children, or that their actions may have been misinterpreted
- Where a concern is about the manager, then the Chair should be reported to.
- More information - NSPCC whistleblowing helpline 08000 280 285

The Local Area Designated Officer (LADO) can be contacted on 01603 223473

**Policy reviewed September 2017**



# Recruitment of Staff

## Statement of Intent

It is our intention to welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post regardless of marital status, age, gender, culture, religion or belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

## Aim

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection, following the EYFS statutory requirements and the Equality Act 2010. Appropriate staff and trustees undergo safer recruitment training.

## Method

- Staff vacancies are advertised on Norfolk county council childcare jobs website. The recruitment procedure is followed.
- All candidates who are shortlisted against the person specification will be interviewed by two trustees and preschool manager.
- When a suitable person has been offered the position, the preschool secretary will write to the unsuccessful candidates to let them know the outcome of their interview.
- The offer to the successful candidate is subject to an enhanced DBS and receipt of suitable written references.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates based on their skills, qualifications and experience.
- Unless the nature of the position allows Magdalen Gates preschool to ask questions about a candidate's entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act (1974).
- We ensure that all those in Magdalen Gates preschool who are involved in the recruitment process have been trained to identify

and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act.

- The offer is subject to a probationary period of 6 months, during which time there are regular supervision meetings and mentoring.
- The preschool will appoint the best person for the job and will treat fairly and equally all applicants for the job.
- No application will be rejected on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or beliefs – see our equal opportunities and inclusion policy. We refer to the Equalities Act 2010.
- A commitment to implementing the preschool's policies, especially those on equal opportunities and inclusion will form part of the job description for all workers.
- Please see the recruitment procedure timeline attached.

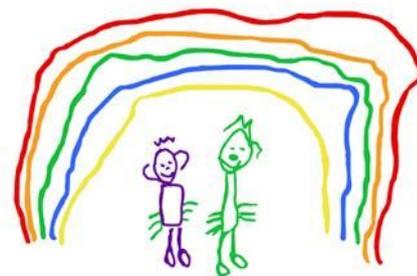
## **Policy reviewed March 2017**

Further information and policy guidance: NCC Safeguarding and safer recruitment toolkit 2012 (see [Norfolk.gov.uk](http://Norfolk.gov.uk)) and NSCB safer recruitment guidance (see NSCB website)

**See induction checklist attached**

## Staff Induction

All new employees should feel part of the team as quickly as possible and understand the ethos and the way the team works. The staff induction allows employees to have a clear understanding of what they need to know in order to assist the efficient running of the preschool.



Magdalen Gates  
Preschool

Information		Tick
All information received by setting.	DBS Check/Certificates DBS Number- Date-	
Tour of setting		
Entrances and exits		
Setting history		
Roles and responsibilities of staff	Introduce all members of staff and their responsibilities	
Staff development	Training/ Training Log/ Courses (the following are a priority) Safeguarding - via NCC here - <a href="http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500">http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500</a> . As an introduction please do online free module here - <a href="https://pre-school.myeducare.co.uk/">https://pre-school.myeducare.co.uk/</a> First Aid - via NCC ( <a href="http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500">http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500</a> ) Prevent- online here - <a href="https://www.elearning.prevent.homeoffice.gov.uk/auth/login">https://www.elearning.prevent.homeoffice.gov.uk/auth/login</a>	
Code of conduct	Discuss code of conduct and give a copy to new staff member (print out from policy on website)	

Acceptable use of technology	Discuss policy and <b>employee to sign agreement</b> (print out from policy on website)	
Role of trustees	(Note: the role of the trustee is clarified in this PLA educare short free online module "The role of the trustee" - <a href="https://pre-school.myeducare.co.uk/">https://pre-school.myeducare.co.uk/</a> )	
Contract of Employment/ Job Description	clarify main points	
Hours of work	clarify - as in contract	
Policies and procedures handed out	Policies are up to date and accessible on our website <a href="http://www.magdalengatespreschool.com">www.magdalengatespreschool.com</a> New Staff member should familiarise themselves with ALL policies	
Procedure for changing nappies/ taking children to the toilet		
No smoking policy		
Key Person details		
Child Protection + Prevent	Who is the safeguarding lead practitioner and deputy etc. Flowcharts, CADS, MASH etc	
Reporting Structure	What to do if information is disclosed to you	
Children's arrival and departure procedure		
Contact numbers for parents	Kept in the register and the registration form folder	
Dealing with general enquiries and messages		
Telephone and filing system		

Special Educational Needs	Who is the special educational needs co-ordinator	
Curriculum Planning	Where plans are kept/ EYFS/ Observations/ Planning days	
Operational Plan	Where it is kept	
<b><u>Security</u></b>		
Dealing with threatening behaviour		
Dealing with unauthorised access to setting		
Confidentiality	SIGN CONFIDENTIALITY agreement (print out from website)	
<b><u>Health and Safety</u></b>		
Accident reporting	What to do if you witness an accident	
First aid	what to do all staff must have NCC 12 hour paediatric first aid training and renew it every 3 years	
Accident book		
Fire alarm and what to do		
Fire appliances and how to use them		
Manual Handling	Staff to read manual handling leaflet	

**Comments:**

**Signed by staff member**

**Date**

**Signed by Manager**

**Date**

# Performance management policy

We follow the guidelines in the EYFS (2014), page 20

“3.21. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children.

Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.” and

“3.22. Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.”

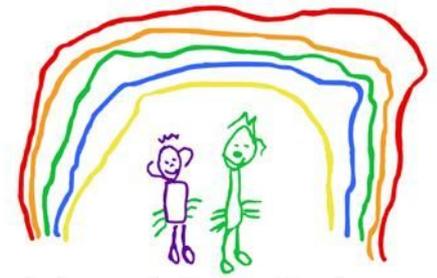
Performance Management -

- Is an ongoing process throughout the year
- We recognize and reward achievement
- We provide opportunities for career development
- Appraisals are held annually (autumn term)
- Supervisions are held half termly
- Peer observations are carried out half termly
- New staff have a 6 month probationary period
- We provide regular in-service training to all staff or volunteers through the Norfolk County Council Workforce Development Team or through online providers
- All staff, students and regular volunteers have regular supervision meetings

## Supervision

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.



Magdalen Gates  
Preschool

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

At Magdalen Gates Preschool all practitioners who work directly with children and families are supervised by their line manager.

Supervision meetings are held every half term for each staff member.

Supervision meetings are conducted in line with the performance management policy and are held in a confidential space suitable for the task.

Supervision agreements are drawn up for all staff.

A copy of the supervision record is retained by the supervisor and a copy provided to the supervisee.

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision records. The supervision file is stored securely at all times.

All supervision meetings include discussions concerning the development and well-being of each of the supervisee’s key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken – these are recorded on the child’s file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to the management committee as the employer.

## **Appraisal**

Appraisals are annual, based on the job description of the staff member. A supervision record form and additional sheet for appraisals will be used to record the discussion, which will comprise the usual supervision topics plus a review of the job description. The appraisal meeting in the autumn term replaces one half termly supervision meeting. A written record of appraisal is made and a copy given to the staff member and one put in their performance management file. The manager's appraisal and targets are based on the manager's job description and the overall quality of delivery of early education as monitored by the management committee, for example assessing quality using SSTEW or ECERS-E scales, or assessing quality of learning journeys or other work. The SENCo's appraisal will include an element of job specific discussion and / or targets.

## **Peer observations**

Peer observations are observations made by any member of staff of any other member of staff (not necessarily the line manager), rotated round through the year. The staff member observing records what they observe over 15 minutes during a session, using a checklist (attached). The observations are briefly discussed between the 2 staff members along with the manager. The observation record is put in the staff performance management file, and discussed at the next supervision meeting, where appropriate targets are set (SMART targets).

**Policy updated March 2018**

# Staff Training and Professional Development Policy



At Magdalen Gates Preschool, we encourage and support staff in their professional development.

We divide Staff training and development into two categories:

- Compulsory short courses will be paid for including overtime. These include:
  - (a) Safeguarding introduction
  - (b) First Aid
  - (c) Food Hygiene
  - (d) Behaviour management - Step On - not compulsory but all our staff are trained
  - (e) For SENCO – all relevant SENCO courses
  
- Non-compulsory courses
  - (a) Short courses not included above – at the discretion of the manager for all staff, with advice from committee chair if needed. At the discretion of the committee chair for the manager. Examples include ECaT, story café.
  - (b) Longer term courses such as NVQ level 2 or 3 in a related area of knowledge, foundation degrees etc. – at the choosing of the member of staff. Staff should try to obtain grant funding for fees as MGPS has a limited budget available. MGPS will always try to support and encourage staff who wish to go on to further study academically and emotionally. Financial support such as time off for study or exams is at the discretion of the committee, and wholly dependent on funds available. All staff will be supported to gain a relevant level 3 qualification.

**Policy reviewed March 2017**

# Employment and Recruitment Procedure Timeline

Write job description / person spec/ decide salary ( see book keeper)
Advertise (norfolkchildcarejobs.com)
Send to all applicants : application form Job description Person specification Safeguarding statement Letter containing details of post and deadline for applications to be received Info about our website
Short list applicants – manager, secretary, chair
Write to shortlisted applicants : date of interview Inform that ID needed on interview day (address, photo ID, original certificates)
Inform unsuccessful applicants
Interview successful applicants Pre-prepared interview question sheet Check ID + qualifications
Agree successful applicant
Phone all applicants with outcome Either successful or unsuccessful
Take up WRITTEN references for successful applicant (before interview if able)
Letter of appointment to successful candidate – applicant must confirm in writing – Include statement of terms and conditions, start date, job description, probationary period of 6 months, offer subject to satisfactory written references (on our own form), DBS check clear, qualifications verified, entitled to work in the UK
Written confirmation to unsuccessful candidates
Get forms P45/P46 (to book keeper)
DBS check (using Online disclosures unless supervisor then OFSTED)
Issue contract (statement of terms and conditions ) within 2 months of starting
Induction process / start job

All documentation re interviews must be filed for 6 months.  
Letters etc stored in staff file for the new member of staff

## Magdalen Gates Preschool Procedures for DBS Checks



- **Trustees and nominated persons**

New trustees and nominated persons are required to complete a DBS check (admin fee payable but will be reimbursed by preschool) and join the DBS update service (free for volunteers) before being added to an Ofsted registered setting (Magdalen Gates Preschool). So, you need to click on this link -

<http://ofsteddbapplication.co.uk>

Read the guidance then complete the check process.

The capita organisation reference is OfstedA

Leave the password blank

Once the DBS check process is completed you will be sent a disclosure notice on paper.

Then you MUST -

1. Complete an Ofsted EY2 form online at

<https://online.ofsted.gov.uk/OnlineOfsted/default.aspx>

Then click on register, then click register again (in blue underlined)

Fill in name, email address, and chose a password.

Then click submit.

Then they should email you what you need to login in to Ofsted online.

Once on ofsted online, login and click on ONLINE APPLICATIONS on the left

The chose EY2 form

Then complete the form.

Here is some info you will need to complete the form -

If you need it, the URN of Magdalen Gates Preschool is EY544324

A1 - already registered

A3 - childcare on non-domestic premises

A6 - Magdalen Gates Preschool, Bull Close Road, Norwich

C - about you

D - your contact details

E1 - put yes if you have been a committee member or registered with ofsted before

Complete the rest of the questions and submit.

2. Bring in your paper DBS disclosure notice to show us so we can write down the number.

Make sure you check VOLUNTARY when asked throughout the process. There is a small admin fee for volunteers (the check is free) of about £8.00. If you print out or email me the receipt to [nicky@magdalengatespreschool.com](mailto:nicky@magdalengatespreschool.com), you will be reimbursed. The DBS update service is FREE for volunteers and means if you need a check for another organisation you do not need to go through the whole process again.

- **All other paid staff.**

Use Online Disclosures (formerly TMGCRB). Committee chair logs in to Online Disclosures. Enter name and email address of new staff member or volunteer. Online Disclosures email the staff member or volunteer with instructions on how to complete the process. This is all done online. The committee chair to verify ID with the new staff member / volunteer on Online Disclosures online. Cost £56.60 (as at September 14)

All disclosures are enhanced disclosures. Ofsted say that even committee members need enhanced disclosures as they may be involved in employing staff.

**Ofsted**

Piccadilly Gate

Store Street

Manchester

M1 2WD

Ofsted helpline 0300 123 1231

<http://www.ofsted.gov.uk>

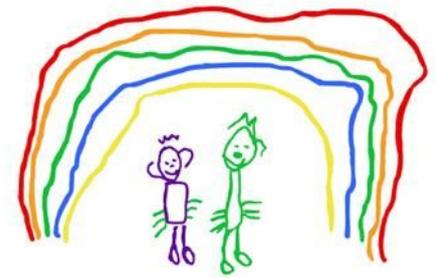
Online Disclosures 0845 251 5000

<https://gbg.onlinedisclosures.co.uk>

**Procedure updated January 2018**

# Disciplinary and Grievance Procedures

Our pre-school believes that all staff, volunteers and student placement workers are entitled to expect prompt and serious attention to any concerns, problems or grievances, between staff or about the running of the pre-school.



Magdalen Gates  
Preschool

We aim to bring all concerns about the running of our pre-school to a satisfactory conclusion for all parties involved.

We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff or committee member. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

## Minor Disagreements

Minor disagreements among Magdalen Gates Preschool staff, or between staff and trustees can usually be resolved at the regular staff management meeting or informally by discussion.

Procedure for dealing with minor staff discipline and behaviour issues

- If there is an issue about the behaviour of a member of staff, the person reporting the issue will record the concern / incident and speak to their line manager - usually the preschool manager.
- The line manager will then speak to the member of staff concerned, and hopefully the issue will be rectified
- In this way, most issues should be dealt with either via staff supervision meetings or via informal meetings with the staff member's line manager
- If the issue is with the preschool manager, then a trustee will deal with the issue
- If the issue or concern is more serious, but not an incident that would warrant instant dismissal or suspension, then the line manager will inform trustees, who will follow the discipline procedure below
- At every stage, any concerns must be put in writing, dated and signed, in an objective and factual manner and kept confidentially.

Any breach of confidentiality would be considered very serious and would result in disciplinary procedures being carried out (see confidentiality policy)

### Disciplinary Procedure

A more serious situation arises when a dispute cannot be resolved by the line manager following the above procedure, or when the trustee committee is dissatisfied with the conduct or activities of an employee.

Any disciplinary matter will normally be dealt with using the following procedure. At every stage the employee should be given reasonable notice (5 working days) that a disciplinary hearing is due to take place, to give him/her the opportunity to prepare his/her case and, s/he should be offered the opportunity to be accompanied by a colleague or union representative if s/he so wishes. The disciplinary panel will consist of the chair of trustees and two other trustees, who should ensure that confidentiality is maintained within the panel.

**At all stages evidence of concerns or issues by staff members or others will be recorded, dated and signed and stored confidentially by the preschool manager and trustees.**

#### 1. Verbal warning

- (i) The employee should be interviewed by the disciplinary panel who will explain the complaint.
- (ii) The employee will be given full opportunity to state his/her case.
- (iii) After careful consideration by the management committee, and if the warning is considered to be appropriate, the employee needs to be told:
  - (a) what action should be taken to correct the conduct;
  - (b) that she/he will be given reasonable time to rectify matters;
  - (c) what training needs have been identified, with time scales for implementation;
  - (d) what mitigating circumstances have been taken into account in reaching the decision;
  - (e) that if she/he fails to improve then further action will be taken;
  - (f) that a record of the warning will be kept; and
  - (g) that she/he may appeal against the decision within a limited time period (5 working days).

#### 2. Formal written warning

If the employee fails to correct her/his conduct and further action is necessary, or if the original offence is considered too serious to warrant

an initial oral warning:

- (i) The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case).
- (ii) If a further formal warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- (iii) The letter will:
  - (a) contain a clear reprimand and give the reasons for it;
  - (b) explain what corrective action is required and what reasonable time is given for improvement;
  - (c) state what training needs have been identified, with time scales for implementation;
  - (d) make clear what mitigating circumstances have been taken into account in reaching the decision;
  - (e) warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice; and
  - (f) explain that she/he has the right to appeal against the decision.

### 3. Final written warning

If the employee still fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant any initial warnings:

- (i) The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case).
- (ii) If a final warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- (iii) The letter will:
  - (a) contain a clear reprimand and give the reasons for it;
  - (b) explain what corrective action is required and what reasonable time is given for improvement;
  - (c) state what training needs have been identified, with time scales for implementation;
  - (d) make clear what mitigating circumstances have been taken into account in reaching the decision;
  - (e) warn that failure to improve will result in further disciplinary action which could result in dismissal; and
  - (f) explain that she/he has the right to appeal against the decision.

#### 4. Dismissal

If the employee still fails to correct his/her conduct, then:

- (i) the employee will be interviewed as before; and
- (ii) if the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal.

If progress is satisfactory within the time given to rectify matters, the record of warnings in the individual's file will be destroyed.

#### Suspension

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations are being made. These should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously these investigations should be carried out within as short a time as possible.

Instant dismissal is possible only in extreme circumstances of gross misconduct. Examples of such misconduct would be:

- (a) ill-treatment of children;
- (b) theft or fraud;
- (c) assault;
- (d) malicious damage;
- (e) gross carelessness which threatens the health and safety of others;
- and
- (f) being unfit through drugs or excessive alcohol.

Otherwise an employee will not be dismissed without the appropriate warnings.

#### Appeals

At each stage of the disciplinary procedure the employee must be told she/he has the right to appeal against any disciplinary action, and that the appeal must be made in writing to the Chair of trustees within 5 working days of a disciplinary interview. The appeal hearing should be heard, if possible, within 10 working days of receipt of the appeal. The appeal group may consist of the same people as the original panel, and they must make every effort to hear the appeal as impartially as possible. The employee may take a colleague or trade union official to speak for her/him.

- (a) The employee will explain why she/he is dissatisfied and may be asked questions.
- (b) The Manager or Chair will be asked to put their point of view and may be asked questions.
- (c) Witnesses may be heard and may be questioned by the appeals committee and by the employee and the Manager or Chair.
- (d) The committee will consider the matter and make known its decision.

A written record of the meeting will be kept.

### Grievance Procedure

If an employee is dissatisfied she/he must have the opportunity for prompt discussion with her/his immediate supervisor. For the Manager of Magdalen Gates Preschool this would normally be the Chair of trustees. For other preschool staff it would normally be the Manager. If the grievance persists, a management panel should be set up for the purpose of further discussion, at which the employee may, if she/he wishes, be accompanied by a colleague.

There must be a right of appeal, to the full pre-school management committee. At this level also, the employee's colleague or trade union official may be present.

The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

## **Policy Reviewed May 2019**

# Employee's Rights

Our preschool believes that all staff, regardless of the length of service, volunteers and student placement workers are entitled to expect to be treated equally, and respectfully with any matter raised.

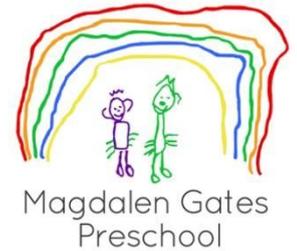
To work towards offering equality of rights and treatment of all staff, volunteers and student placement workers.

## What we will do

- No application will be discriminated on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or beliefs.
- No application will be discriminated on the grounds of sex or marriage.
- We will provide an itemised statement of pay.
- We will provide statutory sick pay (if earnings exceed a specific amount each week)
- We will ensure a safe working environment in line with the requirements of the Safety at Work Act (1974), plus all subsequent regulations.
- We will allow a reasonable amount of time off for public duties (this time need not be paid time off).
- We ensure time off for antenatal care.
- To belong to a trade union and take part in its activities, and not to be unfairly dismissed for taking part in those trade union activities.
- We ensure maternity leave in the case of female employees.
- We ensure paternity leave in the case of male employees.

**Policy reviewed March 2017**

# Student Placement Policy



This pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training, including those studying for the levels 2 and 3 early years practitioner awards.

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

## What we will do

- We require students to meet the 'suitable person' requirements of OFSTED.
- We require schools placing students under the age of 17 years with the pre-school to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our preschool on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods - eg. one year - may be counted in our staffing ratios provided we consider them to be competent.
- We take out employers' liability insurance and public liability insurance which covers both trainees and volunteers.
- We require students to follow our confidentiality policy.
- We cooperate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at their first session, with a short induction on how our sessions are organised and on 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 which hinder the essential work of the pre-school.
- We ensure that students placed with us are engaged in bona fide early years training which provides the necessary background understanding of children's development and activities.
- Mobile phones must be switched off and put away during session times. The preschool landline number may be given out for emergency use.
- Students must leave the premises at lunch time if no other staff are on the premises.
- Student induction checklist attached

**Policy reviewed March 2017**



# Student/ Volunteer Induction

All new student/volunteers should feel part of the team as quickly as possible and understand the ethos and the way the team works. The student/volunteer induction allows students and volunteers to have a clear understanding of what they need to know in order to assist the efficient running of the preschool.

<b>Information</b>		<b>Tick</b>
All information received by setting.	CRB Check/Certificates CRB Number- Date-	
Tour of setting		
Entrances and exits		
Setting history		
Roles and responsibilities of staff	Introduce all members of staff and their responsibilities	
Staff development	<p><b>safeguarding training</b> - introductory training online here - <a href="https://pre-school.myeducare.co.uk/">https://pre-school.myeducare.co.uk/</a> , compulsory NCC training here - <a href="http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500">http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500</a></p> <p><b>first aid training</b> - all staff / volunteers required to do - via NCC here - <a href="http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500">http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500</a></p> <p><b>prevent training</b> - free, online here - <a href="https://www.elearning.prevent.homeoffice.gov.uk/auth/login">https://www.elearning.prevent.homeoffice.gov.uk/auth/login</a></p>	
Code of conduct	<b>Discuss and hand out copy</b> (print out code of conduct from policies on website)	
Acceptable use of technology	<b>Discuss and sign copy of agreement</b> (please print agreement from acceptable use of technology npolicy on website)	

Role of trustees	To clarify the role of the trustees in running the preschool, suggest the short free online module “The role of the trustee” here - <a href="https://pre-school.myeducare.co.uk/">https://pre-school.myeducare.co.uk/</a>	
Contract of Employment/ Job Description	<b>NOT APPLICABLE</b>	<b>X</b>
Hours of work	clarify hours	
Policies and procedures handed out	Policies are up to date and accessible on our website <a href="http://www.magdalengatespreschool.com">www.magdalengatespreschool.com</a>	
Procedure for changing nappies/ taking children to the toilet		
No smoking policy		
Key Person details	<b>a volunteer will not be a key person However, it may be appropriate for their development in the role to be paired with a staff member who is a key person to observe the role</b>	
Child Protection + prevent	Who is the safeguarding officer prevent training to be completed see above	
Reporting Structure	What to do if information is disclosed to you	
Children’s arrival and departure procedure		
Contact numbers for parents	<b>NOT APPLICABLE</b>	<b>X</b>
Dealing with general enquiries and messages	<b>NOT APPLICABLE</b>	<b>X</b>
Telephone and filing system	<b>NOT APPLICABLE</b>	<b>X</b>
Special Educational Needs	Who is the special educational needs co-ordinator	
Curriculum Planning	Where plans are kept	

Operational Plan	Where it is kept	
<b>Security</b>		
Dealing with threatening behaviour		
Dealing with unauthorised access to setting		
Confidentiality	<b>Sign confidentiality agreement</b> (print out from confidentiality policy on website)	
<b>Health and Safety</b>		
Accident reporting	What to do if you witness an accident	
First aid	What to do in the event of first aid being required Training is compulsory for all staff as required by the statutory EYFS. Training available here - <a href="http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500">http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500</a>	
Accident book		
Fire alarm and what to do		
Fire appliances and how to use them		
Manual Handling	Staff to read manual handling leaflet	

**Comments:**

**Signed by student/volunteer**

**Date**

**Signed by Manager**

**Date**

# Staff and Committee Details (updated January 2019)

## Preschool Manager / SENCo: Paula Watts

Diploma in Playgroup Practices level 3	1999

## Early Years Practitioner: Hayley Sexton

Level 2 diploma in children's care, learning and development	2011
<b>working towards</b> Early years Educator level 3	2018-

## Early Years Practitioner / SENCo: Leanne Whiting

Level 2 diploma for the childcare workforce	2016
<b>working towards</b> Early Years Educator level 3	2018-

## Early Years Practitioner: Faye Kett

Level 3 NVQ children's care, learning and development	2011
<b>working towards</b> Early Childhood level 5 foundation degree	2018-

## Early Years Practitioner: Laura Cousins

level 3 children's care, learning and development	2008
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## Early Years Practitioner: Rachel Bishopp

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## Early Years Practitioner / Assistant SENCo: Kerry Duff

level 3 children and young people's workforce (early years)	2014
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## Level 3 Apprentice: Jasmine Matthews

level 2 early years educator	2018
<b>working towards</b> early years educator level 3	2018-

**Bookkeeper:** Golda Conneely

**Chair of Trustees:** Nicola Hudson QTS (PGCE) 1995, CertEYP level 4 (2012)

**Trustees:** Tanya Stagg, Freya Penn, Vicki Chenery, Emma Ainger, Nicola Hudson