

## **The Enchanted Wood Day Nursery Ltd: Suitable People**

### **Employment and Staffing policy.**

#### **Policy statement**

The Enchanted Wood Day Nursery Ltd meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that all of our staff members 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 staff members have job descriptions, which set out their staff 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 when checking the suitability of all staff members 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.
- 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 employment of our staff members and volunteers, in particular those demonstrating that suitability checks have been done, including the date of issue, name and unique reference number from the enhanced DBS certificate, along with details of our suitability decision.
- Any employees or volunteers employed after the 1<sup>st</sup> July 2018 will be required to keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their

employment with us. All employees or volunteers employed before this date will have their DBS reviewed every three years from their last DBS check from the nursery and will then be required to keep their DBS checks up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us. It is a staff member's duty to ensure this is updated annually with the up to date bank details. Failure to do so will require team members to pay for a new DBS so they can re-register.

- Staff members 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 members 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.
- All staff members complete a Staff Disqualification Declaration form, this document also includes all adults living in the staff members household.

### **Notifying Ofsted of changes**

- We inform Ofsted of any changes to our Registered Person, Trustees/Directors and the Nursery Managers.

### **Training and staff development**

- We provide regular in-service training to all staff - whether paid staff members or volunteers - through the Pre-school Learning Alliance and other external agencies.
- Our Nursery budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within our induction plan and are available on the Nursery website.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing 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. Staff members 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 be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of 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.
- 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.
- A risk assessment must be carried out for such medication and staff must have the skills to administer this in an emergency.
- Report to the manager any concerns about new potential allergies.

### **Probationary Periods**

- The probationary period is defined in the employment contract. It is six months.
- Targets and Personal Improvement Plans (PIP's) are always set in all meetings where an employee is not fulfilling their role.
- The Nursery reserve the right to terminate a contract after the 6 month probation period if the employee is not fulfilling their role.

### **Apprentice/Unqualified staff.**

- 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 policies and procedure through the induction process.
- Unqualified staff must not have responsibility for a key group.

- Unqualified staff must never be left with children even if they have a clear DBS. If employed as an apprentice, they must begin professional training during their probationary period once inducted into Nursery.
- Apprentices are employed with a training provider.
- Unqualified staff also have access to training from the NoodleNow and EduCare to improve knowledge.
- Unqualified apprentices or other unqualified staff must be inducted in the same way as other staff and complete the induction schedule.
- There is a written apprenticeship agreement between the Nursery and the staff member.

### ***Managing staff absences***

At the Enchanted Wood Day Nursery, the Management team organises staff members annual leave so that ratios are not compromised.

- Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our Management Team with sufficient notice and a Leave of absence form must be completed.
- Where staff members 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.

### ***Annual Leave***

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. Staff members will not normally be able to take more than two consecutive weeks at any time. Special consideration may be given for special circumstances or is pre booked before starting their employment.

### ***Frequent sickness or non-pre-approved related absences***

- If the Nursery Manager have concerns over a Staff's absence, a meeting will be held and a PIP completed. Absence totalling more than ten or more days occasional days or fifteen certificated days (this is pro rota if a staff member is term time/part time) will result in a letter being written to the Doctor to request information relating to underlying causes.

### **Mental health and Wellbeing**

- If a staff member is struggling with their mental health and wellbeing, they must follow normal sickness reporting procedures.
- 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 where needed with a meeting with a manager.
- We have a staff wellbeing coordinator in charge of supporting the team and thinking of new ideas to improve well-being.
- If a staff member discloses any indication of potential self-harming, an ambulance will be called immediately on 999 and the staff member will receive the suitable support. Whether this is inside or outside of work and working hours.
- Other staff members will report any concerns about other team members to management.

### **Menopause**

Menopause is the time in a menstruator's life when menstruation periods permanently stop. The purpose of this section within our policy is to help you create an open and honest workplace where managers and employees can discuss any issues associated with the menopause, and to make sure the necessary support is known and offered to employees when they need it.

#### **EFFECTS OF MENOPAUSE**

Physical symptoms of the menopause can include:

- hot flushes
- insomnia
- fatigue
- poor concentration
- headaches
- skin irritation
- urinary problems

As a result of the above, or as an extension of the hormone imbalance, individuals going through menopause can also experience psychological difficulties, including:

- depression
- anxiety
- panic attacks
- mood swings
- irritability

- problems with memory
- loss of confidence

It's also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which can cause problems at work. These include nausea, headaches and leg cramps.

### Communication

It's important that, as an employee, you prioritise your personal health and wellbeing. If you're struggling with any aspect of your role because of symptoms associated with the menopause, you should report any concerns you may have to your manager, who will treat the matter with complete confidence. To make sure we can give you the best support possible we encourage you to be open and honest in these conversations. Alternatively, your manager may start a discussion with you if they notice a change in your behaviour or performance. We understand that you may feel uncomfortable talking about personal information with your manager. If this is the case you're encouraged to discuss your situation with a member of the management team. During any discussions, your manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and everything will remain confidential. Managers will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

In order to assist you in your daily duties, your manager will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. Risk assessments will be consulted to identify potential issues, but we acknowledge that menopause affects individuals in different ways, so no adjustment will be made without fully discussing it with you first. Examples of adjustments include:

- changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light
- allowing changes to our normal rules on work wear • implementing further temperature control, such as access to a fan
- assessing how work is allocated and whether you're affected at particular points of the day
- allowing additional rest breaks
- considering flexible working hours or allowing you to work from home Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they're

having the required effect. The Company is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that puts them at a disadvantage when performing their role, and we will ensure compliance with our obligations in this regard.

### ***Modern Slavery Statement***

The Enchanted Wood are committed to protecting and respecting human rights and have a zero-tolerance approach to slavery and human trafficking in all its forms. This statement is made pursuant to Section 54, Part 6 of the Modern Slavery Act 2015 and constitutes Thrive Childcare and Education's slavery and human trafficking statement. It sets out the steps that we have taken and will take across our management team, development team and general operational activities in relation to slavery and human trafficking.

The Enchanted Wood an equal Opportunity Employer.

The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, religious belief, sexual orientation or political opinion or any other protected category nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

Selection criteria and personnel procedures will be reviewed regularly to ensure that individuals are recruited, promoted and treated in all other ways purely on the basis of merit and ability to do the job for which they have applied.

### ***Our commitment to the principles of the Modern Slavery Act 2015***

The Enchanted Wood is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking. As an equal-opportunities employer, The Enchanted Wood is committed to creating and ensuring a non-discriminatory and respectful working environment for its staff.

The Enchanted Wood recruitment and people management processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard employees from any abuse or coercion once in our employment.

The Enchanted Wood maintains the following policies, which are accessible to all staff via our website and handbook.

- Whistleblowing policy.

## Safeguarding and Welfare Requirement: Suitable People



- Valuing diversity and promoting equality.
- Employment policy