

22. Staff policy

Name of Responsible Person: All staff

At Tigers Day Nurseries all our staff are valued for the contribution they bring to caring, guiding, teaching and nurturing the children to become confident, happy and secure members of the nursery, ready for their next adventure at school. We expect professionalism and commitment from our staff and seek to continually improve our setting and the experiences that brings to the families that use our service. We strongly believe in continual professional development and ensure our staff have numerous opportunities to enhance and improve their knowledge and understanding. We are committed to ensuring our staff are given up to date knowledge on all aspects of the care and teaching they are expected to provide and support them in various different ways to achieve this.

At Tigers Day Nurseries we are well aware of the different experiences, opportunities and guidance different people can bring to the children and families we care for, so are welcoming and open to new and fresh ideas and people. We welcome volunteers and students to spend time in our settings and ensure they are guided and supported to offer the best contribution they can and work within the guidelines set out in all our policies and procedures. We believe in celebrating every achievement of children and staff alike, ensuring our Tigers family ethos is shared throughout.

Procedures

Monitoring staff progress

Staff Development and Training

Staff well-being

Staff working with their own children

Volunteers

Students

Agency/Temporary staff

Monitoring staff progress procedure

- Before starting at our settings all new staff complete all employment paperwork with the Operations Manager and are allocated all policies and procedures, staff guidelines and expectations and employment policies and procedures. Each new staff member is set up with a staff file in which all their training and assessments are recorded. This is stored in the Managers office.

- Staff are signed up to our training system on Educare and Atlas Citation to access regular online training on all aspects of health and safety, safeguarding, good practice, SEND etc
- Once staff are employed they are subject to regular meetings with their Seniors and Managers to ensure their continuous professional development
- All new staff are teamed up with a mentor to support their settling in and finding their way around.
- All new staff have a quiz to complete in their first week of employment to ensure they have basic information on who is who and standard procedures.
- A health and safety induction is completed with all new staff on their first day by the Health and Safety officer and they are issued with their own health and safety handbook to refer to.
- A safeguarding and child protection induction is completed with all new staff on their first day and they are issued with a safeguarding and child protection handbook for their own personal use.
- New staff inductions are completed within the first three months of employment, after which there is a three-month review. At this review a decision is made to place the new staff member on a permanent position or to extend their three-month probationary period.
- Every 12 weeks staff members meet with their Senior for a supervision session to outline how well they are working and to set targets together to work on for the future.
- At each supervision session the previous targets are reviewed.
- Annual staff appraisals are held with the Operations Manager and Managers.
- Appraisals are used as a celebration of individual staff progress and achievements and plans are made with staff for future training and progress.
- A report is written after each appraisal and kept on staff files.

Staff Development and Training Procedure

- Staff are expected to mutually agree training and development with their Seniors and Managers from supervisions and appraisals. Training needs may also be identified during observation sessions on staff.
- Wherever possible the cost of courses will be met by the nursery or through legitimate funding avenues.
- All staff have access to additional courses being run at Tigers Training Centre as well as the Educare online training system and Atlas.
- Every three months there is a focus on one online Educare course and Managers will prompt staff to complete these.
- An EYFS induction is completed with all staff before they are given the responsibility of being allocated key children to ensure the children's learning journals are completed to a consistently high standard.

- All staff, no matter what their position, are encouraged to see training as an essential part of their role and to ensure as a setting we are proactive when implementing new procedures or changes to legislation.
- Regular staff meetings are held at each setting to ensure staff are kept up to date with all information required and to access short training sessions as a team. All staff are expected to attend these with the exception of staff sickness or annual leave.

Staff Well-Being

- As a team we do our utmost to support one another through challenging times and ensure every member of our team feels valued for the contribution they make on a daily basis.
- Managers ensure staff have someone to talk things through if they are experiencing challenges, either at work or within their personal life. Regular welfare and supervision meetings are held between Seniors and their team members and Managers and Seniors.
- Staff receive a monthly well-being and mental health newsletter through Atlas with ideas, suggestions and support on how staff can look after their own mental health.
- We provide paid compassionate and sick leave.
- We support staff to recognise their own achievements and these are rewarded with certificates and gift vouchers.
- Parents/carers contribute to monthly 'votes' for staff members and explain why they are voting for them. These are always passed onto the staff concerned and are a huge boost for morale.

Staff working with their own children

- Generally we discourage staff working directly with their own children in the setting.
- As we have groups for each age range/stage of development, the staff and children concerned will be offered alternatives to suit individuals.
- Where staff have to cover for sickness and staff holidays we will try to ensure own staff children's needs are taken into account and deploy staff accordingly.
- Where changes need to be made we will ensure it is the staff member rather than the child who will be moved.

Volunteers

- We very much welcome a diverse range of people coming into contact with the children and we recognise how beneficial this can be to the volunteers themselves.
- Volunteers will have a basic induction where information will be gathered by us and they will also have a detailed Health and Safety induction with the Health and Safety Officer on their first day.
- Volunteers are not employed by us or have a contract of employment with us. We do insist that all volunteers follow all nursery procedures in the same manners as paid employees to ensure consistency, safety and quality of care for the children.

- All volunteers are issued with a handbook at the start of their placement with us detailing our expectations of them and how they conduct themselves within our settings.
- All volunteers will be expected to have an up to date and enhanced DBS check and at least two references will be sought before their placement can begin.
- Volunteers will be assigned a mentor to support their training and experiences within the setting.
- Volunteers are expected to maintain confidentiality and follow data protection guidelines while on placement.
- If volunteers do not work within our policies and procedures their placement can be withdrawn without notice.

Students

- At Tigers Day Nurseries we are committed and proud to share our good practice and high standards with those seeking to choose a career working with children and therefore welcome students from various Training Centres, Schools and Colleges.
- All students are offered placements with us subject to a successful interview.
- Students are issued with a student handbook detailing our expectations of their behaviour and with applicable guidelines, policies and procedures.
- Students will be expected to have an enhanced DBS check before starting placement.
- All students will be assigned to a Senior staff member who will monitor and support them during their placement.
- Students will be supervised at all times by a qualified member of staff and never left alone with children.
- Students will not complete personal care routines unless closely supervised by a qualified member of staff.
- We require students to understand and implement our safeguarding, security and confidentiality policies.
- During their placement we expect a tutor visit at least once each term.
- Students will be introduced to parents during their placements and permission will be sought from parents for students to carry out observations, assessments or studies on individual children.
- All students on placement are expected to adhere to the same codes of conduct and dress code as all staff at the setting.
- Any student who does not follow the policies and procedures or who will not co-operate with our standards of care and quality, will have their placement withdrawn with immediate effect.

Agency/Temporary Staff

- Occasionally we will use agency or temporary staff to ensure we are working within legal staff to child ratios.

- Agency/temp staff are always supervised by our permanent staff teams and like all our staff, are never left unsupervised or alone with children, following our safeguarding and child protection procedures.
- Agency staff are sourced from reputable and registered agencies and is the Operations Managers decision to book these with information from the Nursery Managers and permission from the Nursery Directors.
- All agency/temp staff have to have a current DBS certificate, issued within the last year and ideally be signed up to the update service, although this is not a requirement of the agencies they work for.
- If necessary agency/temp staff can complete personal care routines with the children, under the guidance and supervision of qualified and established staff within our settings.
- Any concerns or complaints about agency staff are addressed immediately with the agency through which they are employed and the Operations Manager informed.