



05 PERSONNEL

Company Name: Tender Years Nursery Ltd
Setting Name: Little Jems Childcare Services
Policy Date: 1^{6th} June 2023 Next Review Date: 14th June 2024

Nursery policies in respect of personnel are governed by the following:

The best interests of the children, their welfare, care, and development.

The requirements of National Standards and OFSTED Early Years

Directorate Compatibility between all members of staff and the building of a good team spirit.

Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.

Equal pay for work of equal value.

Compliance with the current legislation.

The provision of a job description for each member of staff.

The provision of a statement of terms and conditions for each member of staff.

When recruiting members of staff, the applicant should be made aware of the policies and procedures, especially those relating to discrimination.

Prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on Criminal Record Bureau clearance) with the job description and induction procedure.

Harassment of any member of staff that can be classed as sexual or racial will not be acceptable. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.

Special Considerations for Employees

Introduction

We recognise that certain employees such as young persons, new and expectant



mothers and persons having a disability require special consideration under The Management of Health and Safety at Work Regulations 1992. The Health and Safety Policy should have regard to such persons both at the commencement of employment and during it. The following procedure is therefore set down to achieve this aim.

Procedure

Any employee requiring special consideration will be assessed by the manager on induction to the nursery or when their condition or disablement comes to light. The risk assessments relating to the occupation of such workers will be considered at these times and special measures such as training and supervision, arrangements, modifications, and medical surveillance, if necessary, will be agreed upon with the worker.

Further assessments and reviews will be carried out at appropriate intervals.

Key Workers

We operate a 'key worker' system, whereby each child is allocated to a certain member of staff. Your child's key worker will take a special interest in your child and will liaise with you to help you understand your child's routines and to ensure that your child's needs are recognised and fulfilled. As there are only two members of staff in a room you may find that your child's key worker is not always there at the beginning and the end of the day, so it may be necessary for other staff to cover for short periods of the day.

Inductions

Little Jems staff are aware of a successful induction programme when joining our team. The new team member will be placed alongside a delegated staff member who will support him/her during the first full working week. The management of Little Jems will give daily feedback time and the whole team will be made aware of the support required.

Within the employee's first full week, they will be issued with the Little Jems policies and again time will be put aside to discuss any matters arising.



Minutes of previous staff meetings will also be made available. Dates of future staff meetings will be informed, as will future staff appraisals/staff support. We will provide special training days for all staff to cover specialist subjects. Information with regards to courses will be made readily available. When staff attend courses to further their career full support and encouragement will be offered by Little Jems.

Staff Supervision

The person in charge is responsible for ensuring all staff are registered to work on the premises. Ofsted forms are issued, and checks carried out, however staff can work in the nursery before these checks are completed if they are supervised by registered staff at all times.

All nursery staff will be informed of staff awaiting registration clearance.

Unregistered staff must never:

Be left unsupervised whilst caring for children.

Take children for toilet visits unless supervised by registered staff.

Change nappies whilst unsupervised.

Be left unsupervised during outdoor play.

Be left alone in a room for children.

Administer medication.

Administer first aid.

Whilst ensuring all the above are adhered to, it is vital that the unregistered staff be made to feel part of the team and participate fully in every other aspect of the nursery day.

