

WELFARE REQUIREMENT

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

SAFE RECRUITMENT

Sunny Day Nurseries Limited recognises the value of good quality and consistent staffing and aims to achieve this through safe and sound recruitment procedures.

The Manager and all staff (including students and volunteers) will be suitably qualified, have relevant experience and have undergone full Criminal Records Bureau and local authority checks.

Criminal record checks will be updated every three years.

No person who has not received full Criminal Records Bureau checks, but who is on the premises (such as a member of staff awaiting registration clearance) will be left alone with a child.

The most suitable person will be appointed to each job, and all applicants will be treated equally and fairly. No applicant will be rejected on the grounds of age, gender, sexuality, class, means, family status, health, disability, colour, ethnic origin, culture, religion, belief, or offending background. Commitment to implementing Sunny Day Nurseries' Equal Opportunities Policy will form part of the job description for all workers. All employees will similarly be treated equally and fairly.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Two references and a health declaration are sought for each new member of staff.

All records from recruitment process to be filed in personnel file and stored in a locked filing cabinet. Confidentiality must be maintained at all times.

DISCLOSURES

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Sunny Day Nurseries Limited complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Sunny Day Nurseries Limited is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

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 for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with

Sunny Day Nurseries Limited and we guarantee that this information will only be seen by those who need to see it as a part of the recruitment process.

Unless the nature of the position allows Sunny Day Nurseries Limited to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Sunny Day Nurseries Limited who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

OFSTED

We will notify Ofsted of the following changes:

- person with direct responsibility for nursery management
- opening hours
- premises which affects space available to children and the quality of childcare
- nursery name and address
- registered company name, address and number
- any criminal offence committed by the registered provider after the time of registration

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 1st June 2007

WELFARE REQUIREMENT

Adults looking after children must have appropriate qualifications, training, skills and knowledge.

STAFF DEVELOPMENT AND TRAINING

Staff are Sunny Day Nurseries Limited's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

Sunny Day Nurseries Limited recognises that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, with well-trained and motivated staff, a nursery and/or play club is better able to meet the diverse and complex needs of children within its local community.

When appointed a Sunny Days Manager will have at least an NVQ Level Three qualification appropriate to the post, along with at least two years' experience of working in a day care setting. All Sunny Days Managers are then encouraged and supported to achieve a level 4 qualification at a minimum.

Room Supervisors hold a level 3 qualification appropriate for the care or development of children. Where this cannot be achieved immediately, providers set out an action plan detailing how they intend to meet this criterion and in what timescale. The Supervisor in a room will have suitable experience of working with the relevant age group

At least half of our staff hold the NNEB, DNN, NVQ3, DPP or an equivalent qualification.

All other child care staff hold a level 2 qualification appropriate for the care or development of children

Sunny Day Nurseries Limited is committed to providing for staff:

- A full induction process.
- A regular system of appraisals.
- Regular training is available to all staff
- An up to date record of staff qualifications and training
- Training and development is reviewed annually and a new programme devised
- A budget allocation towards training costs

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of Sunny Day Nurseries Limited and the Early Years Foundation Stage framework.

STAFF INDUCTIONS

New members of staff will be issued with a job description and a copy of Sunny Day Nurseries Limited's policies and procedures. Staff will also undergo an induction process during the first month of their employment and be assigned a mentor to help them settle in.

As part of the induction, the mentor will discuss and talk through everyday practices of Sunny Day Nurseries Limited. These will include:

- Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the staff room, kitchen and Club office.

- Explaining staff shifts, breaks and all aspects of the day-to-day management and running of Sunny Day Nurseries Limited.
- Introducing the new member of staff to their colleagues, children and parents/carers where appropriate.
- Pointing out the practical implications of Sunny Day Nurseries Limited's policies and practices, including how they relate to Sunny Day Nurseries Limited's obligations under the Early Years Foundation Stage.

New staff receive further induction training specifying Sunny Days expectations and standards at the designated Induction Workshop.

New employees undergo an appraisal with the Manager at end of two month probationary period. Opportunity for terms and conditions review and beginning of training programme if appropriate. Following this initial appraisal there will be standard appraisals at regular intervals.

Staff Appraisal

The main objective of Sunny Day Nurseries Limited's appraisal system is to review employees' performance and potential, and to identify suitable and appropriate training and development needs.

Appraisals will take the form of regular meetings between staff and their supervisor. They will be used to identify current knowledge, skills, areas for future development and potential training needs.

The appraisal process will be used to build up a Personal Development Plan (see below) for each member of staff.

Regular staff appraisals monitor performance and commitment to continuing professional development. Minimum accepted performance level is 'GOOD'. Reaching 'EXTRAORDINARY' performance levels in 2 consecutive appraisals will be rewarded with a pay increase.

Personal Development Planning

Personal Development Planning is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of both the member of staff and the Manager to ensure that the plan is kept up to date and that all decisions are followed through.

The Manager will keep a copy of this plan, but each staff member is also encouraged to keep a copy of their own Personal Development Plan, listing any training undertaken and additional skills gained since starting work at Sunny Day Nurseries Limited.

Training Opportunities

Sunny Day Nurseries Limited will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues.

It is the responsibility of the Manager to identify and promote suitable training courses for staff and strongly encourage them to take advantage of these. Support will be given to help staff overcome any barriers to accessing such training.

Staff will be expected to attend training courses and update skills as and when requested by their Manager. Staff will not suffer financially for any training that they are required to undertake.

Specific training courses in Food Hygiene, Equal Opportunities, Child Protection, Special Educational Needs, First Aid and Health and Safety are obligatory and staff members must always attend such courses when requested. It is the Manager's responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil Sunny Day Nurseries Limited's legal responsibilities.

Sunny Days provides a comprehensive internal training programme for staff and volunteers.

Staff are expected to attend and participate in both internal and external training courses/sessions as directed by the Manager.

Annual attendance requirements for internal training as follows:

- * all new staff must attend an Induction Workshop
- * all staff must attend 3 x Staff Development Days
- * all staff must attend a minimum of 6 Sunny Days topic workshops

Staff Meetings

There will be regular staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing. Staff meetings will be a forum for setting objectives for Sunny Day Nurseries Limited and are therefore mandatory for all staff to attend.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 1st June 2007

WELFARE REQUIREMENT

Staffing arrangements must be organised to ensure safety and to meet the needs of the children.

STAFF ORGANISATION

Sunny Day Nurseries Limited is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

Staff to Children Ratios

Sunny Day Nurseries Limited is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. We comply with the staff ratios to children as specified by Ofsted which are:

0-2 years	1:3
2-3 years	1:4
3-14 years	1:8

The Manager will ensure that there are always at least two members of staff on duty at the premises at any given time when children are present.

These ratios include any children of staff or volunteers.

Regular volunteers over the age of 17 years will be taken into account in the normal staffing ratios but students on short term placements are not.

Any care provided for children aged 8-14 is not allowed to adversely affect the care provided for children under 8 years old.

The adult:child ratios relate to staff time available to work directly with children. Additional staff and management resources may be required to undertake management tasks, prepare meals, for domestic tasks and to maintain premises and equipment.

The Supervisor in a room will have suitable experience of working with the relevant age group

The Manager will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, holidays and sickness.

There is a named deputy who is able to take charge in the absence of the Manager.

The Manager is responsible for maintaining a positive staff culture in order to retain staff and reduce turnover.

The Manager will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner. The Manager should encourage staff to contribute to the development and quality of the programme of activities provided.

Members of staff are expected to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner.

Members of staff are expected to display both knowledge and understanding of multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.

Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.

Personal mobiles must be switched off and not used during working hours. If staff do need to receive an emergency call, the person calling them should use the main Nursery number.

The Manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.

Terms and Conditions

Sunny Day Nurseries Limited is committed to promoting family friendly employment practises to help staff balance work and family commitments. Sunny Day Nurseries Limited will make every effort to be flexible with staff and to promote harmonious working relations.

Sunny Day Nurseries Limited will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.

In return, Sunny Day Nurseries Limited expects honesty, loyalty and diligence from its staff.

Standards of Behaviour

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

No bullying, swearing, harassment or victimisation will be tolerated on Sunny Day Nurseries Limited's premises.

Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquires should be passed in the first instance to the Manager.

(Further details of Sunny Day Nurseries Limited's confidentiality procedures are set out in the Documentation policy).

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 1st June 2007

STUDENTS AND VOLUNTEERS

We believe that a placement for a student or volunteer at Sunny Day Nurseries Limited is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to Sunny Day Nurseries Limited.

However, at all times the needs of the children are paramount and therefore a Club needs to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to Sunny Day Nurseries Limited's core activities.

The Manager is responsible for ensuring that all students and volunteers working at Sunny Day Nurseries Limited are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Manager has overall responsibility for supervising and supporting students and volunteers while they are at Sunny Day Nurseries Limited.

All students and volunteers must be 17 years old or over, submit two character referees, and have up to date Criminal Records Bureau checks before they begin their placement at Sunny Day Nurseries Limited.

All students and volunteers will be issued with a Student Placement Pack. In this Pack the Manager will enter into a formal written agreement with students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within Sunny Day Nurseries Limited. This agreement will also detail what the student or volunteer can expect from Sunny Day Nurseries Limited. Students and volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

Students will be encouraged to discuss their individual learning needs with the Manager when they start at Sunny Day Nurseries Limited, and at regular intervals during their placement.

Students required to conduct child studies beyond Sunny Day Nurseries Limited's normal activities (ie: conducting a survey or a group based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

The Manager will ensure that students and volunteers undertake the full induction process given to permanent staff, as in the Student Placement Pack.

New students and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at Sunny Day Nurseries Limited.

Students and volunteers will be expected to adopt a professional manner at all times, and work within Sunny Day Nurseries Limited's existing policies and procedures.

While on the placement, students and volunteers will be both allowed – and expected – to participate in all aspects of work at Sunny Day Nurseries Limited, unless otherwise instructed by the Manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Manager and the designated member of staff will be established as a means of monitoring progress.

Students and volunteers on short-term placement should not be included in the staff to children ratio.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Date of review: 1st June 2007