



Registered Charity No: 1128799

Hollies Pre-school

Staffing and Recruitment Policy

Last reviewed 14th February 2012
To be reviewed February 2013

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Revised 21st March 2012

Statement of Intent.

It is our aim to ensure that all children and parents are offered high quality care and education. In order to ensure the children have sufficient individual attention we provide a staffing ratio in line with or higher than the statutory requirements. We feel that it is important to recruit staff with relevant qualifications or who are willing to access training to achieve a good understanding of child development, education and their needs.

Recruitment procedure.

When recruiting an advert is placed in the local press and local shops to include our commitment to safer recruitment.

We offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection, welcoming 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. In the interests of equal opportunities, all candidates are required to fill out the same application form. On application candidates will receive application form and information including job description, person specification, contact name and number and the closing date for applications.

The committee chairperson and supervisors will review all applications. Suitable candidates will be invited to spend a morning in the preschool, carrying out a suitable activity for the children that they have planned and prepared and will be invited back for interview. The interview panel will have at least one committee member and two supervisors. During the interview the candidate will be informed of the pre-schools aims, background and potential salary. A standard set of questions will be asked. These will include child protection, confidentiality, childcare, standards and practical experience. All candidates will have the opportunity to ask any questions. They will be asked about the notification period to current employers, number of hours they wish to work and type of contract (term time or full time). After the interviews and visits have been conducted the chair person and supervisors will hold a meeting to

discuss the candidates' suitability for the post. Once a decision has been made unsuccessful candidates will be informed by letter. Successful candidates will be contacted by telephone and offered the role. This will be followed with a letter detailing the offer and asking for a letter of acceptance.

Once we have received written acceptance the following will be obtained

- Enhanced disclosure (CRB)
- Two references, one from previous employer
- Health declaration
- Original certificates – copies will be taken for training file
- Work permit if required

All checks will be completed before the new member of staff is allowed to commence their duties at Hollies. A contract of employment will be issued to the new member of staff, which must be signed and returned to a supervisor. All new staff members are subject to a three month probationary period. New staff will be provided with induction training in the first week of their employment and will 'shadow' an existing member of staff for the first two weeks to ensure they are familiar with the settings routines. Induction training includes Health and Safety, Child Protection, Whistle Blowing, Confidentiality, Safety Procedures, Food Hygiene and how we observe and plan for the children (profiles etc).

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

How we meet our aims.

Our ratios are maintained by paid staff. There is always a minimum of six staff at each pre-school session. In exceptional circumstances a committee volunteer may be included in the ratio. No one under the age of 17 can be included as a member of staff at the Hollies. Work experience students cannot be included in the ratios.

Children have constant access to the outdoor environment. There will be a minimum of two staff outdoors, one supervising in the main play area and one in the blockplay area. Staff should monitor the children's play and ensure that they have adequate supervision at all

times, moving to different areas if needed. Waterproof coats and trousers will be provided by the pre-school for members of staff.

All staff have a written employment contract and job description which sets out their roles and responsibilities. Any new staff are asked to read all the Hollies policies and sign to say they have read and understand and agree to abide by them.

All staff are provided with uniform which consists of polo shirts, depending on how many shifts they work. Staff must wear black trousers or jeans and suitable footwear. We recommend trainers or boots. Jewelry must be kept to a minimum. Staff are responsible for maintaining their uniform and always presenting themselves professionally.

We have a key worker system in place at the Hollies and staff will be expected to observe and plan for their key children as part of their role. Staff have non-contact time each week to plan and update the children's learning journeys. Parents evening is held annually in May and staff members will be expected to attend so they can discuss their key children's progress with parents/carers. Staff are paid to attend parents evening.

We provide relevant training to all staff, including manual handling, safeguarding, first aid and health and safety. Staff have access to and are encouraged to attend courses run by Cheshire East Council to expand their knowledge of child development and learning. Cover will be organized for staff attending courses on days they would normally work and expenses will be paid.

When training is needed for all staff a training provider will be contacted and the training organised. This will be held on a Saturday morning and staff will be paid to attend.

Information gained by a member of staff on a course can be cascaded during staff meetings that are held at the beginning of each half term. During the staff meetings we discuss children's progress, future planning and any difficulties that may have arisen.

Supervisors have half termly meetings with all members of staff (individually) to ensure open communication between staff and management. Staff can discuss any concerns with one of the supervisors or the chairperson at any time. Any communications

between staff and supervisors is recorded and kept in their confidential file.

Formal appraisals are held annually in January.

Staff absence.

Staff absence must always be reported to a supervisor by phone (no text), by the member of staff, as soon as possible. The supervisor must be kept informed on as to when the member of staff will be fit for work. The 48 hour rule regarding sickness bugs is applicable to staff. Cover will be arranged by the supervisor. Any staff absence is recorded in the front of the timesheet folder and at the front of the confidential staff folder.

When a member of staff returns to work they will be required to complete an absence form and the supervisor will ensure they are fit to return to work.

Hollies will only tolerate a limited amount of absence. Disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

Staff will be paid for the first week of illness and will be paid statutory sick pay after seven consecutive days of absence (to include weekends).

Holidays

Staff on a 51 week contract should request holidays at least 2 weeks in advance. Once agreed this must be recorded on the holiday chart. Only 1 member of staff can be off at once. The holiday hours should be recorded on the staff members holiday entitlement sheet in the timesheet book. Holiday entitlement runs from 1st April to 31st March. Staff are entitled to 5.6 weeks of paid holiday.

Staff on a term time contract must not take holidays during term time.

Disciplinary and grievance procedure for Hollies employees

Minor disagreements.

Minor disagreements between staff, or between staff and committee can usually be resolved at the regular staff management meeting or informally by discussion.

Disciplinary procedure.

A more serious situation arises when a dispute cannot be resolved, or when the 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 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 if s/he wishes. The disciplinary panel will consist of the Hollies chair person and two supervisors, who should ensure that confidentiality is maintained within the panel.

1. Oral 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 s/he will be given reasonable time to rectify matters
 - c) what training needs have been identified, with timescales for implementation
 - d) what mitigating circumstances have been taken into account in reaching the decision
 - e) that if s/he fails to improve then further action will be taken
 - f) that a record of the warning will be kept
 - g) that s/he may appeal against the decision within a limited time period (5 days)

A written record of the meeting will be kept.

2. Formal written warning

If the employee fails to correct his/her conduct and further action is necessary, or 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 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 timescales 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
 - f) Explain that s/he has a right to appeal against the decision

A written record of the meeting will be kept.

3. Final written warning.

If the employee 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 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 timescales 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
- f) Explain that s/he has a right to appeal against the decision

A written record of the meeting will be kept.

4. Dismissal.

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

- I. The employee will be interviewed as before
- II. If the decision is to dismiss, the employee will be given notice of dismissal, stating the reason for dismissal and giving details of the right to appeal

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. These investigations should be carried out efficiently, 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) Theft or fraud
- b) Ill treatment of children
- c) Assault
- d) Malicious damage
- e) Gross carelessness which threatens the health and safety of others
- f) Being unfit through use of drugs or alcohol

Otherwise, an employee should not be dismissed without the appropriate warnings.

Appeals.

At each stage of the disciplinary procedure the employee must be told s/he has the right to appeal against any disciplinary action, and that the appeal must be made in writing to the Hollies chair person within five days of a disciplinary interview. The appeal hearing should be heard, if possible, within ten days of receipt of the appeal. If

possible the appeal group should not involve those involved in the initial disciplinary procedure. If this is not possible, the appeal group may consist of the same people as the original panel, but they must make every effort to hear the appeal as impartially as possible. The employee may take a colleague to speak for him/her.

During the appeal:

- a) The employee will explain why s/he is dissatisfied and may be asked questions
- b) The chair person 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 chair
- d) The committee will consider the matter and make known its decision

A written record of the meeting will be kept.

The decision made at the appeal is final.

Grievance procedure.

If an employee has a grievance with another employee, they are encouraged to resolve the matter informally by direct approach to the employee involved or by talking to a supervisor.

If an employee has a grievance with the terms of employment they should discuss this with the chair person.

If an employee wishes to raise a formal grievance in relation to another employee or the terms of employment, they must put it in writing to the chair person.

An investigation of the grievance will take place and then the employee will be invited to attend a meeting to discuss the grievance.

After the meeting the chair person will inform the employee of the decision relating to the grievance. If the employee is not satisfied with the decision they have a right to appeal.

If the employee wishes to appeal, they should inform the chair person within five days of notification of the decision. An appeal hearing will be conducted in the same way as a disciplinary appeal hearing and the employee will be notified of the decision, in writing as soon as possible. The decision made at the appeal is final.

A written record of the meeting will be kept.

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.

Babysitting policy.

Staff employed by the Hollies Pre-school Ltd may wish to babysit for parents and carers attending the setting. This policy clarifies the points regarding private arrangements between staff and parents/carers.

- The pre-school will not be responsible for any private arrangements or agreements that are made.
- Out of hours work arrangements must not interfere with a staff members employment at the pre-school.
- Confidentiality of employment must be adhered to and respected.
- Parents/carers should be aware that other adults accompanying the babysitter may not have the relevant Criminal Records Bureau clearance, and it may not be appropriate for them to care for children.
- The pre-school will not be held responsible for any health and safety or other issues that may arise from these private arrangements.

The pre-school has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside pre-school hours.

