



The Mulberry Bush Montessori Nursery

Employment Policy

Written By: Cheryl Knight

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Next Policy Review Date: 06/03/2024

Rationale:

I believe knowledgeable, caring and dedicated staff are first and foremost the most important and valuable resource we can have in an early years setting. Therefore it is vital we carefully select, train, mentor, nurture and value our workforce in order to maintain an effective, positive and productive team who work with continuity of care and education for the children in our setting.

Policy statement

At the Mulberry Bush we meet or exceed the Statutory Safeguarding and Welfare Requirements of the Early Years Foundation Stage (2021), ensuring from the outset that we carry out recruitment and pre-employment checks and vetting. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best, safe practice.

We implement a robust Induction process. We ensure our staff are appropriately qualified and/or trained to carry out their role effectively, offering supervision and mentoring alongside continual professional development opportunities to develop their knowledge and practice.

Procedures

Vetting and staff selection

- We offer equality of opportunity by using non-discriminatory language and procedures for staff recruitment and selection.
- All our positions are advertised within the community and more widely via various medias. The position advertisement will have a brief description which sets out the roles and responsibilities of the position available and what we are looking for. It will state that all offers of employment will be a conditional offer subject to an advanced DBS, qualification check and satisfactory references.
- We welcome and encourage applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post without prejudice, stereo typing or discrimination.
- We follow the requirements of the Statutory Early Years Foundation Stage and Ofsted guidance on Child Protection and Safeguarding Children when checking the suitability of all staff and volunteers. This includes obtaining two professional references where possible and ensuring the candidate has a satisfactory enhanced criminal records check with barred list(s) 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 may carry out a status check of their DBS certificate for emergency / temporary cover only, after checking their identity and viewing their original enhanced DBS certificate. However, it is nursery policy that we will request a new DBS through our organisation for each employee, volunteer or apprentice.
- We will carry out research checks on all applicants social media platforms and sites and online forums to gather public information about the applicants character and integrity.
- We keep records relating to the employment of our employed staff and volunteers; in particular information where suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the original DBS certificate, ID checks and references are stored securely in the employees personal file and on a central record log.

- All unsuccessful candidate's information will be safely destroyed within a reasonable timescale unless they have requested that we keep their contact details on file for consideration of future positions should they arise.
- We advise all new staff and volunteers (from Sept 2022) they can keep their DBS check up-to-date by subscribing to the DBS Update Service if they wish to use it elsewhere.
- Our staff, students and volunteers are fully aware they are required to disclose any events or incidents that could result in: convictions, cautions, court orders, reprimands and warnings or may be deemed to affect their DBS or suitability to work with children in any way.
- Staff are required to sign a Safeguarding disclosure each term.
- Where we become concerned or aware of any SG information that could affect the person's suitability to work with young children the manager/DSL will take immediate action (LADO/LSCB-Police is applicable). The staff member may be suspended from duty whilst further investigation is carried out and the appropriate agencies (Police child protection team, LADO, Social Care, Ofsted,) will be notified.
- Child protection is paramount and we will take prompt and appropriate action to ensure the safety of the children at our setting. In the event of disqualification, the person's employment with us will be terminated with immediate effect and the DBS will be informed without delay (regardless if the employee resigns).

Notifying Ofsted of changes

- We will inform Ofsted immediately of any changes to our Registered Person, management team.

Staff Positions, Roles and Qualifications:

- Cheryl Knight: Principal / DSL: Early Years Professional Status level 6 – Montessori International Diploma
- Leander Trunks: Deputy Manager / DSP /L & C Coord: Early Years Professional Status
- Jo Walton: Deputy Manager / DSP / SENCO: EY Care & Education level 3 – Montessori International Diploma
- Liz Simpson: QTS
- Clare Blackmore: EY Educator level 3
- Holly Craig: EY Educator level 3
- Kelly Foley: TA level 5 (non-relevant EY qualification)

- We provide regular in-service training to all our staff - whether paid staff or volunteers – through e-learning, online training, Teams meetings, in-house training events and through face-to-face training with external agencies, ECC and training providers.
- Our budget allocates resources for training and CPD.
- We provide our staff with robust induction training from the outset of their employment. This initial induction includes information on our Health and Safety Policy and Safeguarding Children and Child Protection Policy and procedures and all SG supporting policies and procedures and staff code of practice to ensure they understand, comply and implement the settings policies and procedures at all times. All staff, students and volunteers are requested to view and familiarise themselves with our core policies on our website (all policies can be accessed on our website: www.mulberrybushmontessori.com Hard copies on request.
- All new staff, students and volunteers will be given an employment pack and permanent staff will also be given a terms of employment and contract of employment.
- Staff may be supervised and mentored throughout the probationary period of their employment which may vary dependent on qualification and experience.
- The nursery manager and SDLP will arrange regular supervision meetings with staff, students and volunteers
- The nursery manager and SDLP will arrange annual staff appraisals.

Staff taking medication/other substances

- Staff are made aware that they must declare if they have any medical condition or are taking medication that could affect their suitability or ability to care for young children. Any staff, volunteer with a medical condition or taking medication which may affect their suitability or ability to care for children. The manager will make the decision whether they can continue to be responsible for working with children within the setting and they may be required to seek medical advice.
- Any staff member involved in or under the influence of substance abuse or alcohol will be sent home immediately pending investigation and this may affect their suitability to work with young children. The manager will take action and may suspend or terminate employment.

- Staff must inform the manager of any medication they need to bring to work. All medication must be stored safely away from the children's areas. Reliever / recovery medication to be stored on the premises must be clearly labelled and all staff must be aware of what it is for, where it is kept, how to administer in an emergency.

Managing staff absences and contingency plans for emergencies

Our staff's physical and mental health and wellbeing is important to us and we will endeavour to support staff where we can. Staff are encouraged to discuss any health or wellbeing concerns with the manager.

- We are sensitive and understanding to the welfare of women's health and we recognise that pregnancy, menstruation and the menopause can affect women's physical and mental wellbeing as well as the pressures of family life.
- Staff must inform the manager of any absence at the first opportunity
- The Mulberry Bush does not pay sickness pay
- Staff agree to term time only working set each year to coincide where possible with ECC school holidays, but understand this may vary on occasion as The Mulberry Bush operates up to a maximum of 42 weeks per year.
- Staff must take their holidays when the setting is closed. In special circumstances a staff member may need to take unpaid leave in term time, this must be agreed by the manager in advance with sufficient notice to ensure ratios are not compromised.
- Sick leave / absence is monitored and poor attendance will be reviewed and action will be taken where necessary, in accordance with the individual's contract of employment.
- Where our staff are unable to attend work we will organise cover to ensure minimum ratios are maintained. We have contingency plans to cover staff absences, as follows:

Staff are required to contact the manager at the earliest opportunity if they are unable to attend work.

We operate with generous adult to child ratios and can normally cover staff sickness without additional staff being brought in as this would not generally compromise appropriate minimum, safe ratios.

Part time staff may be requested to cover staff absence

Past employed staff that have agreed to be emergency cover staff will be contacted to cover where needed.