Staffing, Disciplinary and Employment Policy

Safeguarding and Welfare Requirements / 3.8, 3.9, 3.19, 3.68, 3.70

Skylark Day Nursery provides a high staffing ratio to ensure that all children have enough individual attention and to guarantee care and education of a high quality. All staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) in accordance with Ofsted's requirements.

Aim

To ensure that children and their parents are offered high quality Early Years education.

Methods

To meet this aim we use the following ratios of adult to child:

- Children aged birth to two years of age: One adult to three children.
  Children aged two to three years of age: One adult to four children.
  Children aged three to five plus years of age: One adult to eight children.
- Minimum of two staff/adults are on duty at any one time.
- We use a key team system to ensure each child and has up to 2 members of staff to meet with for discussion and consultation.
- We hold regular staff meetings and team planning meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties, which may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our staff have received a job description, which sets out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. We do not place applicants at a disadvantage by imposing conditions which are not justifiable.

Staffing, Disciplinary and Employment Policy

Safeguarding and Welfare Requirements / 3.8, 3.9, 3.19, 3.68, 3.70

- We complete an intensive recruitment procedure, which includes advertisement, an interview and obtaining two written references.
- Staff are employed on a two-month probation period to ensure they maintain high standards of care and support to children.
- The setting staff hold appropriate Early Years qualifications.
- We provide regular in-service training to all staff.
- The setting allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our health and safety policy and safeguarding children procedures. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervisions and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and checks through the DBS for staff.

Skylark Day Nursery aims to encourage all staff in various ways to promote good attendance, conduct and to evaluate their own performance. We let staff actively be involved in the running of the setting and feel that they are part of a team.

Disciplinary Procedure

At Skylark Day Nursery, we recognise that employment law can change rapidly and as such we will always follow the latest legislation. We also sometimes use the services of an external human resources company to assist in any challenging situations that may arise. All staff are issued with a contract and should refer to this as necessary.

Intent

It is our intent to deal with all disciplinary matters quickly and fairly for all parties. All matters will be recorded and both parties will have copies.

Staffing, Disciplinary and Employment Policy

Safeguarding and Welfare Requirements / 3.8, 3.9, 3.19, 3.68, 3.70

Procedure

The procedure is designed to establish facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

- At every stage the staff member will be advised of the nature of the complaint.
- The staff member will be given the opportunity to state his or her own case and be represented or accompanied by a fellow employee of their choice. A staff member will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will normally be dismissal without notice or pay in lieu of notice.
- A staff member has the right to appeal against any disciplinary action taken against them.

The procedure may be implemented at any stage if the alleged misconduct warrants such action.

The manager will make every effort to resolve the matter informally, only where this fails will disciplinary action be taken.

Disciplinary action will take the form of a pre-disciplinary meeting where all parties can put their points across; the staff member may be accompanied by a colleague. If the matter can still not be resolved, then the Directors will take the next step in the disciplinary procedure to issue a written warning.

Written Warning

This will state the reason/s for the written warning and note that if there is no improvement after three months, a final written warning will be given. It will also state the right to appeal. A copy of this first written warning will be kept on file for six months and then removed if the company is satisfied with subsequent conduct and/or performance.

Final Written Warning

This will be issued if the matter is still not resolved or attendance or performance has not improved. The final written warning will be given making it clear that any recurrence of the offence or other serious misconduct within a period of three months will result in dismissal. A copy of this final written warning will be kept on file for 12 months, subject to satisfactory conduct and/or performance.

Dismissal

Where there is no satisfactory improvement or if further serious misconduct occurs, the staff member will be dismissed.

Gross Misconduct

Gross misconduct includes the following offences:

- Any action relating to the care of a child which in the opinion of the manager or deputies has put the child in danger or breached our duty of care to the child. This would include consistently shouting at a child or group of children, which whilst clearly not a potential cause of danger can cause both emotional and psychological distress, is not acceptable within the setting and as such is considered gross misconduct.
- Theft, fraud, deliberate falsification of company documents.
- Fighting, assaulting another person.
- Deliberate damage to company property.
- Sexual or racial harassment.
- Being unfit for work through alcohol or illegal drugs.
- Gross negligence.
- Gross insubordination.

This list is an example only. While the alleged gross misconduct is being investigated, the staff member may be suspended, during which time the normal hourly rate will be paid. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only

after a full investigation. If it is found that an act of gross misconduct has been committed, the staff member will be dismissed without notice or payment in lieu.

Any appeal against a disciplinary decision must be in writing within five working days of the decision being communicated.

Staffing, Disciplinary and Employment Policy

Safeguarding and Welfare Requirements / 3.8, 3.9, 3.19, 3.68, 3.70

Review Date	Name	Position	Signature