

# Happy Days Pre School (Navenby)

## Staffing & Employment Policy

Happy Days Pre School (Navenby) recognises the need to meet the EYFS Welfare Requirements in relation to appropriate qualifications of staff, ratios of staff to children and staff checks. We aim to provide children with high quality care and education and individual attention. We will:

- Ensure all staff and volunteers satisfy any CRB clearance and health checks.
- Ensure that all staff and volunteers are on or have applied to go on the ISA (Independent Safeguarding Authority) register.
- Any existing staff not giving consent to check the ISA register will be lawfully dismissed. The disciplinary procedure will not be implemented as dismissal will be instant.
- Any incoming staff refusing to register will not be employed.
- Any persons not on the register will not be deployed/employed in the setting.
- Undertake relevant recruitment processes to include a minimum of 2 reference checks including last employer.
- Ensure the recruitment processes work within an equal opportunities framework.
- Provide a full induction within the first week of employment.
- Ensure all staff members are provided with a job description and contract of employment.
- Provide relevant training and development opportunities identified through the appraisal process.
- Undertake regular staff meetings
- Ensure all staff members are given opportunity to participate in planning meetings.
- Provide all staff with health and safety training.
- Ensure that all staff are aware of the policies and procedures of Happy Days Pre School (Navenby).
- If under the new vetting and barring scheme the employer is informed that an employee has been added to the 'Barred' list, the individual will be removed from regulated activities or dismissed. The individual will have no legal rights or claims for unfair dismissal. The disciplinary procedure will not be implemented as dismissal will be instant. Further information is available at [www.isa.gov.org](http://www.isa.gov.org)
- Where an employee becomes barred from 'regulated' activity, the employer will consider on an individual basis, if that individual is suitable for 'controlled activity'. There will be no guarantees of a transfer to controlled activity and dismissal may still result. Where dismissal results, the disciplinary procedure will not be implemented as dismissal will be instant.
- Where an employee displays inappropriate behaviour towards a child, the ISA will be notified as part of the legal reporting duty.
- If a member of staff under investigation leaves the provision, the ISA will be notified.

### Staff Ratio's

- Children aged 2 = 1:4
- Children aged three – seven = 1:8

Happy Days Pre School (Navenby) will ensure that the manager and deputy hold a relevant level 3 qualification and that 50% of the remaining staff hold appropriate childcare qualifications in line with the requirements of the Early Years Foundation Stage. Happy Days Pre School (Navenby) will ensure that there are always a minimum of 2 relevantly qualified

and CRB approved members of staff in setting at any time. All staff are expected to undertake training and continuous professional development, for some senior staff this may include qualifying to graduate level.

## **Volunteers**

Happy Days Pre School (Navenby) recognises the wealth of knowledge and expertise that volunteers can bring to our provision and therefore we welcome all volunteers and parent helpers.

- Volunteers can offer their help on a casual or regular basis.
- We will ensure that all regular volunteers satisfy checks made upon them and any volunteers that have not been CRB cleared will not be left alone with any child. Regular volunteers will sign in on the daily register; casual volunteers will sign in the visitor's book.
- Regular volunteers will be counted in the provisions child: staff ratio however we shall ensure there is at least two full members of staff on duty, at least one of whom holds an appropriate qualification.
- Volunteers will be treated and respected as part of the team.
- Volunteers will abide by the settings policies and procedures regarding the running of the provision.
- Volunteer's opinions will be valued and their input greatly appreciated at each session.
- Happy Days Pre School (Navenby) will make all efforts to offer free training to volunteers.
- Volunteers will follow the staff induction procedure.
- All volunteers will be subject to the vetting and barring criteria.

## **Grievance Procedure**

The following procedure applies should a member of staff/management have a grievance with a colleague. There is no definition for a grievance and only an individual can determine whether or not they feel aggrieved.

Happy Days Pre School (Navenby) encourages in the first instance to try and resolve the problem informally with the person with whom you have the grievance. Should that not be possible or successful the following stages apply:

### **Stage One:**

If the matter is not resolved informally, the matter should be raised in writing with your supervisor. (If the grievance is with the supervisor you should refer to stage two of the grievance procedure.)

The supervisor will deal with your grievance as quickly as possible and normally you should expect to receive a verbal and written response within 7 days.

### **Stage Two:**

If the matter is not resolved at Stage one or the grievance is about the supervisor, the matter should be raised in writing with the proprietor/chair of the management committee. You should expect to receive a written and verbal response within 7 days.

### **Stage Three:**

If the matter has not been resolved at Stage two you have the right to raise the matter with the whole committee (if applicable). To do this you must inform the chair of the management committee in writing that this is your intention and formally request that your grievance is brought to the attention of the management.

A full meeting of the management committee will then take place within 28 days of receiving your written request. The grievance will be considered along with any supporting documentation submitted and any other relevant information/evidence brought to the attention of the chair during the course of stage one and two. You will be given the opportunity to present your grievance at this meeting and you have the right to be supported at the meeting by a work colleague or union representative, although you will not be able to remain during any deliberations that may take place following your presentation. You should expect to receive a written response within 7 days.

**Disciplinary Procedure**

The following stages apply where Happy Days Pre School (Navenby) has a complaint about the work of a staff member.

The statutory procedure, which is set out in full in schedule 2 of the Employment Act 2002, can be summarised as follows:

**Step 1**

The employee will be notified in writing of the alleged complaint – in terms of performance or conduct; and the basis for the allegations will be set out; the employee will be invited to a meeting to discuss the matter.

**Step 2**

A meeting will be held to discuss the basis of the complaint – the employee has the right to be accompanied by a work colleague or union representative. The employee will be advised of the decision and the right to appeal.

**Step 3**

An appeal meeting will be held (if the employee wishes to appeal) at which the employee has the right to be accompanied (as above) – the employee will be advised of the final decision.

An attempt should first be made to resolve the problem informally.

Where a letter of complaint is given, you are entitled to 7 days notice of any disciplinary hearing. You will have the right to attend the hearing and to reply to the complaint.

Unless the complaint is dismissed the Manager or Chairperson will give you written notice as detailed above.

This policy has been adopted by Happy Days Pre School (Navenby)

Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: