



Staffing Policy

West Byfleet Nursery provides a policy for all staff, students, and volunteers in order to fully inform them about the setting, the children and families in our care, our policies and procedures and best practice.

Recruitment

We aim to follow a safer recruitment process, to achieve this we:

- Never appoint someone without being entirely satisfied having followed a rigorous recruitment checking process.
- Make sure our process is fair and complies with legislation.
- Consider and promote the welfare of children at every stage of the employment process.
- Make sure adverts, job descriptions and person specifications highlight the responsibility of safeguarding and promoting the welfare of children.
- Look carefully through the information candidates give.
- Get adequate references, prior to appointment.
- Hold face to face interviews.
- Confirm successful candidates' identity and carry out enhanced DBS check.
- Issue a comprehensive contract of employment which includes details of our absence policy, disciplinary and grievance procedures.
- Include a six-month probationary period in our offer of employment which may be extended if necessary.

References

We will obtain references for all staff members, students and volunteers.

We will:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.

- Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

References requested by employees or previous employees will be provided upon request in a timely manner, we will ensure that the information confirms whether we are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

Induction

We have a written induction plan for all new staff, students and volunteers which includes the following:

Introduction to all staff members and volunteers, in particular each new staff member will initially work alongside a mentor.

Familiarisation with the building, health and safety and fire/emergency evacuation procedures.

Familiarisation with policies and procedures with special emphasis on:

- Safeguarding Children Policy (including E Safety and Whistleblowing)
- Confidentiality Policy
- Intimate Care Policy
- Nappy changing Policy
- Health and Safety Policy
- Staffing Policy
- Staff Code of Conduct
- Behaviour Management Policy
- Privacy Notice

Copies of these are provided for staff to keep. They are required to sign to confirm that these policies have been read, understood, and will be complied with.

Staff are informed that mobile phones and any other personal electronic devices are not allowed in classrooms or any other area where children may be present.

All smart watches must be disabled to taking photos and excepting calls is strictly prohibited while children are present.

All staff are made aware of the professional risks associated with the use of social media, electronic communication and the privacy settings should be set to maximum. Staff will adhere to the relevant setting policy.

Details of the tasks and daily routines to be completed are given.

Introduction and support will be given regarding our key person system.

Dress code and personal appearance expectations explained.

Other rules, as set out in the contract of employment, highlighted.

Informed of how to report an absence or late attendance.

Informed how to sign in/out of the nursery premises.

Emergency Contact and Medical Consent form details requested.

Informed of location of 1st Aid equipment.

All new staff members/volunteers are made aware that they **will not be** working unaccompanied until their enhanced DBS clearance has been obtained.

The induction period occurs over a period of 6 months.

The Managers are responsible for the induction of new staff and volunteers.

The Managing Director is responsible for the induction of a new Manager.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks, and routines.

Successful completion of the induction forms part of the probationary period. The probation period may be extended in exceptional circumstances at the managers discretion.

Supervisions

All staff must attend regular supervisions with the appropriate manager/mentor within the setting. Supervisions foster a culture of supportive teamwork, reflective practice, and continuous improvement.

Supervisions will provide opportunities for staff to:

- Address any issues (particularly any concerns regarding the health and well-being of the children).
- Identify solutions to any issues (e.g., attendance/time keeping/record keeping etc).
- Receive individual coaching/mentoring to improve their performance.
- Discuss any other issues in confidence.

The nursery operates an open-door policy, and staff are encouraged to discuss any safeguarding concerns as and when required.

Training

West Byfleet Nursery is proud to have a professionally qualified and experienced workforce. To maintain this, we support and encourage professional development and further qualification through continued study, workshops, and courses.

All staff will complete safeguarding training at the earliest opportunity and always within six months of commencing employment and thereafter be encouraged to complete further CPD workshops.

In House training takes place throughout the year on inset days and at staff meetings or afterhours training sessions. We also encourage staff to access online training and share training knowledge gained.

Staff meetings are held regularly, and all staff members are encouraged to attend. Minutes are distributed to all members of the team.

Training needs are identified through supervisions. The Staff Training and Development plan is updated each term to include needs identified in this way and following changes in legislation or advice from other professional bodies.

Babysitting

At West Byfleet Nursery we aim to develop excellent relationships with our families. From time-to-time parents/carers may request individual staff members babysitting services outside of nursery working hours. This policy clarifies key points and procedures regarding private arrangements made between staff and parents/carers.

Individual staff members are able to babysit for nursery children should they wish.

Members of staff have the right to refuse to babysit if the request does not suit their personal arrangements, or they do not wish to offer a babysitting service. Babysitting is a private agreement between a parent/carer and a member of nursery staff in which the setting will not be held liable.

All individuals working at West Byfleet Nursery have undergone an enhanced Disclosure and Barring Service (DBS) to check for their suitability to work with children; however other adults accompanying them may not have. Babysitters should obtain consent from the parent if they wish another adult to accompany them.

When babysitting, staff members do not represent the company. West Byfleet Nursery will not be held accountable for the babysitter when in the home of the family, and as such is not bound by any of the company's policies and procedures regarding practice or procedure. The nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements.

Our staff are always bound by company confidentiality, regardless of whether they are in work or not, therefore staff members are not permitted at any time to discuss subjects concerning the nursery, other children, parents, carers, or staff.

Babysitting arrangements must not interfere with the staff members employment at the nursery as this has priority at all times.

Although this is a private arrangement, the child's welfare is paramount, and should any safeguarding issue arise it is the duty of our staff member to report this immediately to C-SPA (Children's Single Point of Access) 0300 470 9100 and the setting Designated Safeguarding Lead.

Charges for any babysitting are a private arrangement and as such are strictly to be negotiated between the parent/carer and the babysitter.

Gifts

Small gifts from children and parents are much appreciated and gratefully received, however high value gifts are inappropriate and must be declined.

Absence

If a member of staff feels unwell and unable to attend work due to an illness, they should contact the Manager Nicky Welland (or Ruth Claydon) at the earliest opportunity but no later than 7.30am on the day that they are due to work. The member of staff should inform the managers when they will be returning to work at the earliest opportunity. If a staff member is suffering from a notifiable disease, then the nursery will follow the guidance of the Health Protection Agency. Guidance for dealing with long term sickness absence is included in the Contract of Employment.

Compassionate Leave relating to immediate family bereavement or ill health will be granted on a case-by-case basis. Time off must be agreed with the managers at the earliest available opportunity, ideally in advance but on a daily basis, timings as above, if necessary.

Key person role

Most members of staff will have key person duties. It is vital that all staff members make themselves aware of the role of the key person and responsibilities this involves by reading our key person policy.

Disqualification

We require that staff working within the setting disclose any information regarding themselves relating to convictions, court orders, reprimands and/or warnings that may affect their suitability to work with children upon commencement of employment.

We also require further disclosures to be made at regular staff supervisions.

Should it transpire that a staff member has been disqualified from working with children, Ofsted will be notified within 14 days (EYFS 2025). The staff member would then be subject to immediate suspension whilst an enquiry into the disqualification is held. Should the disqualification be upheld this would be a case of gross misconduct and would result in immediate dismissal.

Signed: Ruth Claydon

Date: 17th July 2025

Next Review: July 2026