



Staff, volunteers and students policy

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08.1 Staff deployment

Members of staff are deployed to meet the care and learning needs of children and to ensure their safety and well-being at all times.

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

- Two members of staff are on the premises before children are admitted in the morning and the end of the day; one of which should be the manager or deputy.
- Only those staff aged 17 or over are included in ratios. Staff working as apprentices (aged 16 or over) may be included in the ratios if the setting manager is satisfied that they are competent and responsible.
- At least one Paediatric First Aider must be on site at all times when children are present
- The setting manager deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff and always within sight *or* hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- In open plan provision, staff are positioned in areas of the room and outdoors to supervise children and to support their learning.
- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.
- Staff plan their focus on activities
- Staff inform colleagues if they have to leave the room for any reason.
- There are generally two members of staff outside in the garden when it is being used, one of whom supervises climbing equipment that has been put out.
- The setting manager may direct other members of staff to join those outside, if the numbers of children warrant additional staff.
- Staff focus their attention on the children at all times whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.

- Staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient staff are available at story times to engage children.
- Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared times and friendship.

Staff children

- Where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.
- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the setting manager.
- Where it is agreed that a member of staff's child attends the setting, it is subject to the following:
 - the child is treated by the parent and all staff as any other child would be
 - the child will not be in the parent's key group of children
 - the key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the setting
 - the key person will take responsibility for the child's needs throughout the day, unless the child is sick or severely distressed
 - the situation is reviewed as required, to ensure that the needs of the child are being met, and that the parent is able to fulfil his/her role as a member of staff

If it is the setting manager's child, then their line manager ensures the criteria above is met

08 Staff, volunteers and students procedures

08.2 Deployment of volunteers and parent helpers

Volunteers and parent helpers are always under the supervision of a permanent member of staff. They are not included in staff ratios, or as the two members of staff needed on the premises before children are admitted in the morning or at the end of the day. (This can be removed *for sessional pre-schools, who operate with 2 or 3 members of staff where the volunteer helper enables the session to run, while the play leader in charge finds cover staff.*)

- The setting manager ensures that volunteers and parent helpers are deployed to assist permanent staff.
- Volunteers and parent helpers assist staff in ensuring that the equipment in their designated area is used appropriately and that it is left tidy at the end of the session.
- Volunteers and parent helpers give additional support for busy areas or to track or observe children.
- Volunteers and parent helpers inform colleagues where they are going if they leave the room at any time.
- Volunteers and parent helpers do not have unsupervised access to children; they do not take them into a separate room for an activity or toileting and do not take them off premises.
- Volunteers and parent helpers are deployed in addition to two members of staff in the garden/outdoor area when in use.
- The setting manager can direct volunteers and parent helpers to join those outside if the numbers of children warrant additional numbers of staff available.
- Volunteers and parent helpers focus their attention to children at all times.
- Volunteers and parent helpers do not spend time in social conversation with colleagues while they are with children.
- Volunteers and parent helpers allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient volunteers and parent helpers are available to support staff at story times.

08 Staff, volunteers and students procedures

08.3 Student placement

Qualifications and training make an important contribution to the quality of care and education. As part of our commitment, we may offer placements to students undertaking relevant qualifications/training. We aim to provide students experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education.

- The setting manager ensures that students meet the 'suitable person' requirements.
- The setting manager discusses the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point.
- The good character of students under 17 years old is vouched for by the establishment that places them, the setting manager must be satisfied that all relevant checks have been made.
- Students do not have unsupervised access to children.
- Students and apprentices who are undertaking L3 or above may be counted in ratios if the setting manager is convinced that they are suitably experienced.
- Employed trainee staff over the age of 17 may be included in staffing ratios if deemed competent.
- Staff working as apprentices (aged 16 or over) may be included in staffing ratios if deemed competent.
- Public liability and employer's liability insurance is in place that covers students and voluntary helpers.
- Students are aware of confidentiality.
- Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety.
- Appropriate members of staff co-operate with students' tutors to assist them in fulfilling the requirements of their course of study.
- The setting communicates a positive message to students about the value of qualifications and training.
- The needs of the children and their families remain paramount at all times and students are only admitted in numbers that do not hinder the work of the setting.
- The setting manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

Fairview Staff Behaviour and Best Practice Code of Conduct

As a member of staff of Fairview Under Five's Group you are required to adhere to the following Code of Conduct. The Code of Conduct is made up mostly from Fairview Under Fives policies and procedures plus other relevant guidelines as seen appropriate by the Manager and Committee Chair.

This Code of Conduct is non-negotiable. Failure to comply with the Code of Conduct may be seen as negligence or misconduct, and will be investigated as part of capability or disciplinary policies and procedures. In cases of gross misconduct, this can lead to an instant dismissal.

Staff must adhere to all the setting's policies and procedures at all times.

Uniform

- Staff will wear the uniform provided, currently a Fairview Under Fives Polo Shirt and a fleece.
- Staff will keep their uniform clean, taking it home to wash at a minimum of once a week.
- Staff will wear sensible non-slip shoes whilst on duty. Flip-flops and high heels are not allowed.
- Staff are requested to tie long hair back when preparing food or snacks in the kitchen area.

Confidentiality

- Staff must observe confidentiality at all times both inside and outside the setting.
- Staff must abide by the settings confidentiality and information sharing policies and to only share information appropriately and when required.
- Staff and the associated committee members are aware that they must project a positive image of the preschool within the local community at all times.

Absence

- Staff must inform the manager before 07:30am if they are sick and unable to attend.
- Where staff require a day off for reasons other than illness, staff will organise their own cover between staff members. The manager will be notified, and pay will be adjusted accordingly.
- Bank staff will usually be called upon to cover for periods of absence.
- Where necessary staff will each take their 'fair share' of the cover over the course of a term to enable the team to function successfully.
- Sickness bugs - Staff are not permitted to return to work for a period of 48 after the last episode.

Hours and Ratios

- Staff must make sure they are ready to start work at the beginning of their shift (preparation for the working day will take place before the beginning of the shift, e.g. hanging coats up, finding uniform, putting phones away etc).
- Repeated incidents of lateness will not be tolerated. These will be logged and discussed at supervisions as a target for improvement.
- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room.
- Staff will not leave any student or parent unsupervised in a room at any time.
- Where a situation arises that calls a member of staff away from a room, the remaining staff must reposition themselves within the setting so they can see all areas satisfactorily.

- If a senior member of staff requires you to stay for a short period, after your shift has finished to maintain ratios, then please do so and this will be treated as incidental overtime, unless otherwise arranged.

No-Smoking

- Staff must not smoke on or around the premises.
- Staff must not smoke in any place wearing the pre-school uniform.

Maintaining Learning Journeys on Tapestry

- Staff will keep the children's Learning Journey's up to date on tapestry and meet all deadlines set such as for completion of baseline.
- Staff will ensure that each child has a minimum of one observation a week but will ensure that sufficient observations are completed to evidence every area of learning on a regular basis.
- Staff will maintain high standards for the observations and keep tracking accurate and up to date.
- Staff will ensure that observations cover the Characteristics of Effective Learning.
- Staff will provide children with 'next step' goals fluidly (as and when the child achieves the previous next step) in all 7 areas, but at a minimum in all 3 Prime Areas every term.
- Staff will make regular observations on their own key children and other children in setting.
- Staff know that the maintenance of the learning journals on Tapestry are their responsibility and need to be maintained without reminders from management.
- Management will monitor and moderate the learning journeys every month, giving feedback to staff.
- Staff will respond to moderation feedback, implementing changes into daily practice.

Sharing Learning Journeys

- Learning journeys are shared with parents automatically on Tapestry.
- Staff receive £3 per key child per week to update learning journeys at home and this will be paid monthly upon successful completion of Tapestry observation requirements.
- Where a member of staff is thought to be updating a learning journey in working hours, the £3 will be deducted from their pay.

Pupil Assessments

- Staff will adhere to all deadlines for assessments, as given by the manager so that effective tracking can take place.
- Staff will complete a baseline assessment, within 2 weeks of a child starting at the setting.
- Staff will complete the 2 year progress check in compliance with the revised EYFS, at the latest within the term that they turn 3 years old.
- Staff will complete end of year reports in the summer term.
- Staff will attend keyperson meetings with parents as required or communicate via phone or Tapestry.

SEN

- Staff will share all known information with the Manager or SENCo when requested to do so, as well as with any other agency that may become involved in a child's development. (where it is appropriate to do so)
- Staff will raise any concerns about a child's development promptly with the SENCo and Manager.
- Staff will maintain good communication with the SENCo, where a concern has been raised.
- Staff at Fairview strongly believe early intervention is the best way of supporting child development.
- Staff will have a good awareness of the ages and stages of development, and are expected to spot early signs of any possible concerns.
- Staff will not 'ignore' or 'make excuses' for an area of concern, but take these signs seriously as they understand these could be a barrier to learning.
- Staff will act upon the advice of the SENCo, putting strategies into place immediately.
- Staff know that the SENCo will readily answer any questions, give advice and support to staff both when the staff member requests it, but also when the manager and SENCo feels it is necessary for the development of the child.

Dignity and respect in the setting with regards to adults

- Staff must treat parents/carers, colleagues and other professionals with respect at all times.
- Staff must not behave in a discriminatory manner under any circumstances.
- Staff will be courteous and polite to each other at all times in setting. Staff will speak positively about the children, colleagues and the preschool.
- Aggression, raised voices, persistent negativity and argumentative and otherwise divisive behaviour will not be tolerated in setting for any reason.
- Aggression, raised voices, persistently negativity and argumentative and otherwise divisive behaviour in front of a child/ groups of children will lead to an instant suspension, in line with disciplinary procedures, whilst an investigation takes place and until further notice is given in writing.
- All staff have equal rights, irrespective of age, longevity of service or position within the setting.
- All staff will consistently follow pre-school policies and procedures, irrespective of age, longevity of service or position within the setting.

Dignity and respect in the setting with regards to children

- Staff must treat children with respect at all times.
- Staff are aware of every child's right to feel safe, secure and respected whilst in setting.
- Staff will maintain a friendly and encouraging attitude towards children at all times.
- Staff will not make derogatory remarks about children, whether in setting or outside of setting.
- Staff will not show favouritism.
- Staff will deal with unwanted behaviour from children strictly in line with our behaviour management policy.

Bullying and Harassment

- Bullying and harassment is defined at Fairview Under Five's Group as:

"Any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others, and may happen in the workplace without an employer's awareness. Bullying or harassment can be between two individuals or it may involve groups of people. It

might be obvious or it might be insidious. It may be persistent or an isolated incident. It can also occur in written communications, by phone or through email, not just face-to-face." - ACAS 2016

- Bullying and harassment is unlawful and will not be tolerated, in any form.
- Where a member of staff feels they are being bullied or harassed, they must raise the issue with the manager or chair of the committee (if about the manager).
- Allegations of bullying or harassment will be taken seriously and will be investigated fully.
- Where the issue cannot be dealt with informally, the manager/ chair will deal with the allegations through the disciplinary procedures.
- The Manager and Chair of Committee may decide to take action against a staff member, even where the victim has decided to not make a formal grievance.
- Bullying can lead to an instant dismissal, if the Manager and Chair of the Committee are in agreement that it is of a serious, repetitive nature.

Bullying and Harassment can 'look' like any of the following (not an exhaustive list):

- spreading malicious rumours
- insulting someone by word or behaviour
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- making threats or making another person feel intimidated
- making comments about job security without foundation
- deliberately undermining a competent worker
- deliberately overloading a competent worker
- giving constant criticism
- deliberately being divisive in the workplace
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

Health and Safety

- Staff are to wear protective gloves and a disposable apron when dealing with bodily fluids, disposal of nappies and if advised to do so regarding infectious diseases etc.
- Staff will dispose of nappies and/or other contaminated items in the appropriate agreed manner.
- Staff are aware of the expectation to transport, store and maintain equipment and resources in accordance with the health and safety policy.
- Staff will consistently maintain personal hygiene, following health and safety guidelines
- Staff will maintain hygiene in the kitchen (e.g. using the correct cloths and sinks for food and messy cleaning)
- Staff will keep the pre-school kitchen area, walkways and emergency exits tidy and free from obstructions
- Staff will put toys away where they came from to maintain high standards of cleanliness and order

Medication

- If you are taking regular medication you must inform the settings Manager (**Sarah Clarke**) or Deputy/Third in Charge (**Debra Bernal/Emma Kelley**) of any possible side effects which may prevent you from carrying out your duties. All medication must be kept in the office or placed in the medication box.
- A staff medication form is to be completed.

Safeguarding

- As a member of staff at Fairview Under Five's Group, you are required to inform the Chair of the Committee, Manager or Deputy Managers of any safeguarding issues which may occur at home, any allegations made against yourself or any member of your family living with you or partner that may not be living with you.
- Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. Phones must be switched onto silent and placed in the office. You are permitted to check your phone during your lunch break.
- Emergency phone calls to staff must be taken through the pre-school mobile only.
- Staff must prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating behaviour.
- Staff will not be permitted into the pre-school if there is any indication that they are under the influence of alcohol or substance misuse.
- All concerns must be referred to a Manager and a record of your concerns to be logged kept and placed in the safeguarding folder.
- Never let strangers into the setting without first asking for Identification.
 - Children will be released into the care of those who have been given permission.
- It is every staff member responsibility to ensure only authorised people pick up a child.
- Staff will check the id-folder and when still unsure make a phone call to the parent.

Safeguarding for staff

- Always inform a colleague when leaving to change a child's nappy or clothes because of a toileting accident.
- Always ensure ratios are met before leaving a room
- Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. Phones must be switched onto silent and be placed in the office. You can check your phone on your lunch break.
- Staff must operate safe internet usage both on and off the premises, including the use of social media.
- Staff are not allowed to befriend a parent or ex-pupil of the preschool on any social media or communication platform, unless you were already a friend before the parent entered the setting
- They are not permitted to make any reference whatsoever to the setting or to the children and staff, both past and present, on any social networking site.
- Staff may not socialise or baby sit for the parents/carers unless you are related or were friends before the child attended the setting or you are related to the child attending.
- Staff will inform the named person (**Sarah Clarke**) of any safeguarding issues regarding your colleagues all details given will be treated confidentially.
- Staff are aware of their responsibility to 'Whistle blow' when they hold knowledge about a staff member, committee member or parent/carer which are of a safeguarding nature.

Staff Performance and Continuing Professional Development

- Staff will show willing and a desire to improve their practice through the following actions:
 - Seek advice and support where necessary

- Act on advice from the manager or deputy manager to improve practice
 - Maintain a consistently good level of effective practice
 - Strive for excellence in their work
 - Make the most of CPD opportunities to reflect on and improve their practice
 - Maintain a positive attitude through changes and improvements
 - Stay up to date with current 'best practice' through personal research and discussion with colleagues
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- Staff will attend recommended CPD training, as agreed by the manager
 - Staff will attend all staff meetings, unless the absence is agreed by the manager
 - Staff will be held to account where it is perceived that their practice is not effective or is not following current pre-school guidelines.
 - Poor performance will be dealt with through Fairview's capability procedures.