

**Nurseries Policies**

**Sussex House Nursery and Wendy House Nursery**

*Sussex House Nursery  
Sussex House  
1 Abbey Road  
Brighton  
BN2 1ES*

*Tel: 01273 664583  
Ofsted No130674*

*Wendy House Nursery  
Princess Royal  
Hospital  
Lewes Road  
Haywards Heath  
RH16 4EX*

*Tel: 01444 441881 ext  
8451*

*Ofsted No. EY231358*

Associated Policies:

*Fire, Accident and Security  
I.C.T. and Social Media  
Mobile Phone and Camera Policy  
Safeguarding and Child Protection  
Behaviour and Bullying  
Equality and Diversity  
Learning, Play and Care*

**Nursery Staff and Recruitment Checks**

All members of staff will hold an appropriate childcare qualification of a Level 2 or 3 NVQ or equivalent and above (stated by Department of Education previously Children's Workforce Development Council) or have equivalent childcare experience. We support unqualified staff to undertake a formal qualification.

We hold all staff qualification certificates in a file. We like to celebrate staff achievements by publishing them in newsletters, on social media or displayed within the nursery.

The staffing of Brighton and Sussex University Hospital nurseries comprises of;  
A Service Manager who has full responsibility of the legal requirement and management of both settings and named within the Ofsted registration.

Each nursery will staff:

A supernumerary Nursery Manager  
Deputy Manager  
Room Leaders  
Nursery Nurses  
Nursery Practitioners.

The nursery will ensure all staff:

- Have been employed by the robust policy and procedures of recruitment by Brighton and Sussex University Hospitals NHS Trust guidelines and NHS Employers.
- Have relevant childcare qualifications and experience within their roles and responsibilities in the department
- Complete Statutory and Mandatory training required by Brighton and Sussex University Hospitals NHS Trust and Early Years Statutory Framework (2012.. revised 2017)
- Ensure staff:child ratios are maintained at all times
- Two members of staff are on duty at any one time
- Staff should be working at fostering good relationships with Parent and Carers through a 'Key Person' role. Informing them of their child's development and encouraging them to celebrate their achievements

- The nurseries employ Brighton and Sussex University Hospitals NHS Trust 'Bank' staff to cover staff holidays, training and sickness absence. On occasions the nurseries may require outside agency cover to ensure the department complies with the legal ratio requirement.

Brighton and Sussex University Trust Recruitment department will carry out the following checks following the interviewing and selecting of staff.

1. Identity checks
  2. Employment history and references. Validate a min 3 years continuous employment/training including gaps.
  3. Professional Registration and Qualifications
  4. Right to Work checks
  5. Criminal Record Checks
  6. Work Health Assessment
- Any person such as students or volunteers who have not undertaken such checks will be fully supervised at all times and will not deliver personal care to a child.
  - At the time of interview the nursery interview panel will appoint the best candidate for the position and all applicants will be treated equally.
  - All staff that works within our nurseries has been cleared and hold DBS or CRB Enhanced Children certificate. This ensures that no person on the barred list is recruited to work within this environment.
  - DBS and CRB numbers are held within the nursery premises. Recruitment documents such as application forms and references are held within the staff person file within the HR department situated at the Downsmere site BSUH NHS Trust. Other staff files such as training documents, supervision and appraisal forms and sickness certificates are held in the relevant nursery.
  - New Staff attend a one or two day compulsory BSUH NHS Trust 'Induction Programme'. There will also be a local induction in the nursery for all new staff. The new employee will also be teamed with a 'buddy' who support and supervises practice including daily routines, procedures such as fire evacuation, introduction to parents and carers and undertaking personal care routine. The 'buddy' if and when appropriate informs the nursery manager of any continuing issues to ensure this can be addressed as soon as possible.
  - Staff are required to arrive at work promptly and be ready to start work at their contracted starting times. Arrangements of starting work later or leaving work earlier must be of the agreement of the nursery management team.
  - Persistent poor timekeeping may result in disciplinary action.
  - Time Owning in Lieu (TOIL) is given if a staff member attends training, events or meetings outside their contractual hours. TOIL may also be given if a staff member works beyond 15 minutes of their contractual hours and discussed with their line manager. Arrangements for taking TOIL should be at the earliest convenient time and agreed with the staff member and nursery management team.

- Regular staff/team meetings and supervisions will take place to ensure close staff co-operation and shared thinking.
- Staffs have regular reviews and are appraised annually in line with the Brighton and Sussex University Hospital Trust appraisal scheme. Staffs are required to be aware of the nursery policies and procedures.
- Both nurseries regularly review the training needs of their employees, developing training programmes to ensure staffs have continuous professional development.
- BSUH NHS Trust provide all managers with a report monthly with a list of all Statutory and Mandatory training the employee has achieved or requires within a rolling year. This is held within the nursery with additional training records.
- Face to face mandatory and statutory courses such as Paediatric Resuscitation, Fire Evacuation and Child Protection, Safeguarding Young People are covered usually outside operational hours where staff will receive the time back in lieu at the earliest possible arrangement. Further training staffs attend is Local Education Authority workshops and Network meetings, National Qualifications (CACHE) or other distant learning courses.

### **Student Placements**

Brighton and Sussex University Hospital nurseries are committed to sharing good practice and supporting those who wish to pursue a career in childcare. We welcome students to join our nursery teams to gain work experience.

- We will only accept 2 students at a time to ensure there is no undue pressure on staff.
- Students will be required to be 16 years and above therefore placements are for colleges or universities candidates.
- Placements will be agreed after discussions with the nursery manager and appropriate tutors.
- Brighton & Sussex University Hospitals require all students to complete an 'Honorary Contract' before a placement commences. The contract has to be completed by the nursery manager, student and tutor. The required checks before a placement are identification, criminal record check and health assessment.
- Students will be supervised at all times by a member of staff and not left alone with a child[ren].
- Students are not to be used in ratios.
- All students will be given an Induction to the setting and will be informed of key policies and procedures such as Fire Evacuation, Use of Mobile Phones, Confidentiality, Equalities and Safeguarding.
- It is expected that during the placement that a tutor will visit the nursery or have verbal communication with the nursery manager or room leader.
- Students will be offered support and guidance throughout their placement. At the end of the work experience an accurate report will be completed for the student and college with honest and constructive feedback of the students' performance.
- To maintain partnership working the nursery manager will inform parents and

carers of the student.

- All students must adhere to the clothing policy, code of conduct, confidentiality, mobile phone and social networking policies plus other key policies.
- Students will be able to undertake personal care after a suitable induction period and with the full supervision of a staff member.

### **Volunteers**

The nurseries recognise the benefits that volunteers bring to the settings providing a range of skills and experiences which can enhance the learning opportunities and extending partnership working.

All volunteers are vetted through the Brighton & Sussex University Hospitals volunteer service before spending time in our nurseries.

A volunteer is not an employee however they will have to follow the nursery policies and procedures in the same manner as any nursery employee.

Volunteers are likely to become aware of confidential information within the nursery either about children, staff or parents therefore should adhere to the Trust and Nursery confidential policy at all times.

*\*Please note Brighton & Sussex University Hospital nurseries reserve the right to end any student or volunteer placement if the candidate is deemed unsuitable.*

### **Staff Attire:**

*Please refer to associated policies;*

*BSUH Staff Uniform*

*Bush Nurseries Staff Clothing*

We recognise that staff should be a role model to the children in terms of their own appearance health and hygiene. Leading by example is the best way to teach good behaviours to children for example:

- Have clean, neat and tidy appearance
- Encourage children's awareness of physical development (exercise, diet and rest)
- Show the importance of hydration (drink plenty of water).

### **Social Media and Social Contact**

*Please refer to ICT and Social Media Policy*

All staff employed by Brighton and Sussex University Hospitals has the responsibility to ensure they protect themselves and their colleagues with respect and professionalism at all times.

We recognised that staff use varying social media networks therefore we request;

- Staffs are not permitted to access social network sites during working hours unless break times.
- Any access to personal media accounts through a BSUH computer should be on the office computers only and with prior knowledge from the management team.
- Staff should not discuss the nursery patterns, staff, children or the organisation on their personal media sites.
- There must be no pictures of the nurseries, children or staff (unless permission by individual staff is received) on personal media sites.
- If any staff members have parents / carers as friends on their social media site they should not discuss the nursery issues, work colleagues, children or the organisation. Such discussions should be conducted in a professional manner with management in the nursery.

We acknowledge that in some cases staff members have social interactions with parents and carers outside of the nursery operational hours. It is expected that staff uphold professional boundaries and consider their own, their colleagues and the nurseries reputation at all times.

- Confidentiality of employment must be adhered to and respected at all times.
- Ensure contact with existing children and parent is professional.
- Consider the appropriateness of social contact in relation to both parties' roles and responsibilities.
- Ensure conversations are appropriate and professional at all times which do not bring the nurseries or staffs reputation into disrepute.
- Information relating to a child's attendance or wellbeing in the nursery should be communicated directly to the nursery within operational hours.
- Advise senior management of any social contact they have with a child or parent with who whom they work, which may give rise to concern.
- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the nursery or the employee's own reputation or the reputation of other members of the nursery.
- Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

### **Mobile Phone and Cameras**

*Please refer to Mobile Phone and Camera Policy*

- Staff, students and volunteers to keep mobile phones in cloak/staffrooms areas.
- Staff, students and volunteers working directly with children must not access mobile phones in areas where children are permitted for example playrooms and gardens.
- Personal mobile phones or similar devices must not be used to take photographs of children.
- Members of staff must only use cameras provided by the setting to take photographs of children.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Is it the responsibility of all members of staff to be vigilant and report any concerns.

### **Babysitting**

We acknowledge in our nurseries that some nursery staff does babysitting in their free time. This is a private arrangement between the nursery employee and the parent or carer outside the normal nursery attendance and separate to any agreement the parent or carer has with the nursery.

Neither the Nursery or Brighton and Sussex University Hospitals NHS Trust accept liability for the actions of individuals employed by the organisation outside their contracted hours.

Staff must be aware that anything witnessed outside the nursery must be dealt with by them as an individual rather than as an employee of BSUH NHS Trust.

Staff must adhere to confidentiality of both nursery and of private home matters. Any

discussions regarding information obtained during private arranged care or that takes place in the nursery premises and is shared will be seen as breaching confidentiality and possible disciplinary action.

Babysitting is regarded as a 'second job' therefore if this should impact on the employees performance, health and wellbeing during their contractual hours with BSUH NHS Trust then this will be discussed with the employee and if appropriate with Human Resources.

### **Drugs and Alcohol**

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

3.19. Statutory Framework for the Early Years Foundation Stage 2017

*Please refer to the Trust Policy*

- Consumption/being under the influence of alcohol/drugs by a member of staff is unacceptable at any time during working hours.
- Drugs that are prescribed by an employees' doctor may affect their ability to perform at work. Drugs that can influence judgement or performance must be discussed with the nursery manager.
- If the nursery management team are concerned of an employees' behaviour or performance due to prescribe they will seek advice through Occupational Health without disclosing the employees' identity.
- If a nursery employee has health issues that are affecting their behaviour or performance at work than the nursery manager will discuss this with the member of staff and submit a referral to Occupational Health or the Trust HELP service.
- Brighton and Sussex University Hospitals is a non- smoking organisation. Smoking is forbidden on the premises.
- Any member of staff who is found smoking on the premises will face disciplinary action.
- We request that members of staff who wish to smoke before their shift commences or at lunch times, are not wearing their uniform to prevent smoke on their clothing when engaging with babies and young children.
- Cigarettes, matches and lighters must be kept securely away from the children.

### **Accountability**

Nursery employees are accountable for activities and behaviours that are associated with their job role. If a member of staff feels they are unable to undertake any duties due to ill health or lack of knowledge or training then it is essential they inform their manager immediately.

- Nursery staff have a duty of care to report any behaviour of colleagues that raise concern.
- Nursery staff have a responsibility to challenge any discriminatory remark or behaviour against other staff members, children, families and visitors.
- Nursery staff have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues.

- Staff must avoid using inappropriate or offensive language at all times
- All BSUH employees should be familiar with the Trusts Whistleblowing Policy

### **Confidentiality**

Associated policies:

*Confidentiality both BSUH NHS Trust and BSUH Nurseries*

*Safeguarding and Child Protection*

It is likely that nursery staff will witness actions which need to be confidential for example an incident between two children or to hear information relating to a family concern. Staff must guard against breaches of confidentiality by protecting information from improper disclosure and follow all appropriate policies and procedures.

Nursery staff that intend to share information with outside professionals regarding a child's learning and development i.e. Health Visitor, Inclusion Team) must seek permission from the child's parent or carer and the nursery manager.

***I acknowledge I have read the above of staff roles and responsibilities within the BSUH Nurseries***

Staff Name \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed and Written 12th October 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager

Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital

Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital