

Nurseries: UH Sussex Nursery Staff POLICY AND PROCEDURE

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1 INTRODUCTION

University Hospitals Sussex NHS Foundation Trust nurseries aim is to have high quality staff that act at all times to ensure a child's safety, development and welfare is met.

Our nurseries endorse the 'Suitable Person' statement within the Early Years Foundation Stage Statutory Framework (2021) that says:

3.9. Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.

To achieve this this we have Policies and Procedures to support the Recruitment, Development and Retention of staff.

It is the responsibility of the Nursery employee alongside the support of the Nursery Manager to understand their obligation, expectation of the job role, attendance and conduct whilst working in our nurseries.

2 NURSERY STRUCTURE

2.1 The staffing of University Hospitals Sussex NHS Foundation Trust nurseries comprises of:

A Childcare Service Manager, whom has full responsibility of the legal, financial and management of both the nurseries, and is named on the Ofsted registration.

Each nursery will staff:

A supernumerary Nursery Manager (responsible for day to day operation)

Deputy Manager

Room Leaders

Nursery Nurses

Assistant Nursery Practitioners

- 2.2 The nurseries support local colleges with student placements as well as medical student placement's through the Trust

3 POLICY STATEMENT

- 3.1 All staff at UH Sussex nurseries are expected to treat each other with respect and dignity at all times.
- 3.2 All staff are expected to be professional at all times when dealing with colleagues, children, parents, carers, other professionals and visitors.
- 3.3 All staff should work within the Roles and Responsibilities outlined in their Job Descriptions and of an expected high standard.
- 3.4 All staff should be familiar with, understand and adhere to the Trust and Nursery Policy and Procedures.
- 3.5 All staff should ensure the safety and well-being of children is paramount and their conduct and practice should always be at a high standard

4 Nursery Staff and Recruitment Checks

- 4.1 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 using the UH Sussex Apprentice Levy
- 4.2 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.
- 4.3 There are robust Policies and Procedures of recruitment held by University Hospitals Sussex NHS Foundation Trust guidelines and NHS Employers.
- 4.4 All nursery staff should have a relevant childcare qualifications and/or experience within their roles and responsibilities in the department
- 4.5 All staff should complete Statutory and Mandatory training required by University Hospitals Sussex NHS Foundation Trust and Early Years Statutory Framework
- 4.6 The nurseries will ensure staff:child ratios are maintained at all times.
- 4.7 Two members of staff are on duty at any one time in our nurseries.
- 4.8 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
- 4.9 The nurseries employ University Hospitals Sussex NHS Foundation 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.
- 4.10 University Hospitals Sussex NHS Foundation Trust recruitment department will carry out the following checks following the interviewing and selecting of staff.
- Identity checks
- Employment history and references must validate a min 3 years continuous employment/training including gaps.
 - Professional Registration and Qualifications
 - Right to Work checks
 - Criminal Record Checks
 - Work Health Assessment

- 4.11 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.
- 4.12 At the time of interview the nursery interview panel will appoint the best candidate for the position and all applicants will be treated equally
- 4.13 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.
- 4.14 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 UHSussex NHS Trust. Other staff files such as training documents, supervision and appraisal forms and sickness certificates are held in the relevant nursery.
- 4.15 New Staff attend a one or two day compulsory UHSussex 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.
- 4.16 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.
- 4.17 Persistent poor timekeeping may result in disciplinary action.
- 4.18 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
- 4.19 Annual Leave (*please refer to Trust Policy*) All annual leave requests should be submitted to the Nursery Manager at least 5 weeks prior to the requested date unless in emergency. Annual leave requests will be granted on condition of how many staff are already absent, post and playroom requirements. Staffs are able to request leave up to 12months in advance however at 'peak' times other systems may be in place to ensure fairness of leave allocation.
- 4.20 Annual Leave which is beyond 12 months or exceeds the duration of 2 weeks will be treated as 'Exceptional Circumstances' and the nursery employee will need to seek further permission from their line manager in writing.
- 4.21 Annual leave is approved fairly for all staff and repeat requests for leave per year i.e. before Christmas / after New Year cannot be guaranteed.
- 4.22 UHSussex NHS Trust review the Christmas Close period each year and staff are required to allocate part of their annual leave during this period should the nurseries close. For a staff member working 5 days per week this equates to approximately 3 days personal leave allocation.
- 4.23 Duty shifts for Christmas Eve or other holiday periods such as the week between Christmas and New Year should the nurseries need to operate than shifts are distributed fairly on the information held from previous years.
- 4.24 Regular staff/team meetings and supervisions will take place to ensure close staff co-operation and shared thinking.
- 4.25 Staffs have regular reviews and are appraised annually in line with the University Hospitals Sussex NHS Foundation Trust appraisal scheme. Staffs are required to be aware of the nursery policies and procedures.

- 4.26 Both nurseries regularly review the training needs of their employees, developing training programmes to ensure staffs have continuous professional development.
- 4.27 UHSussex 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.
- 4.28 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.

5 Student Placements

University Hospital Sussex NHS Foundation Trust 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.

- 5.1 We will endeavour to only accept 2 students at a time to ensure there is no undue pressure on staff.
- 5.2 Students will be required to be 16 years and above therefore placements are for colleges or universities candidates.
- 5.3 Placements will be agreed after discussions with the Service / Nursery Manager and appropriate tutors.
- 5.4 UHSussex NHS Trust requires all students to complete an 'Honorary Contract' before a placement commences. The contract has to be completed by the Service / Nursery manager, Student and Tutor. The required checks before a placement are Identification, Criminal record check and Health Assessment.
- 5.5 Students will be supervised at all times by a member of staff and not left alone with a child[ren].
- 5.6 Students are not to be used in ratios, unless are on long term placement and have the required competencies;
Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible
3.29 Statutory Framework..
- 5.7 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/Cameras & Smart Watches, Confidentiality, Equalities and Safeguarding.
- 5.8 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.
- 5.9 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.
- 5.10 To maintain partnership working the Nursery Manager will inform Parents and Carers of the student
- 5.11 All students must adhere to the Clothing Policy, Code of Conduct, and Confidentiality, Mobile Phone/Camera & Smart Watches and Social Networking policies plus other key policies.
- 5.12 Students will be able to undertake personal care after a suitable induction period and with the full supervision of a staff member.
- 5.13 As part of a students' study they may be required to undertake observations of individual/groups of children. All appropriate permissions will be in place prior to this being carried out and the student will be required to

show their written observations to the Room Leader/Nursery Manager. Observations from undertaken from a student should not provide any information that discloses an identity.

6 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 UHSussex NHS Trust 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.

7 Staff Attire

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
- High standard of personal hygiene
- Encourage children's awareness of physical development (exercise, diet and rest)
- Show the importance of hydration (drink plenty of water).

8 Social Media and Social Contact

Please refer to ICT and Social Media Policy

All staff employed by University Hospitals Sussex NHS Foundation Trust 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;

- 8.1 Staffs are not permitted to access social network sites during working hours unless break times.
- 8.2 Any access to personal media accounts through an UHSussex computer should be on the office computers only and with prior knowledge from the management team.
- 8.3 Staff should not discuss the nursery patterns, staff, children or the organisation on their personal media sites.
- 8.4 There must be no pictures of the nurseries, children or staff (unless permission by individual staff is received) on personal media sites.
- 8.5 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 out 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.

- 8.6 Confidentiality of employment must be adhered to and respected at all times.
- 8.7 Ensure contact with existing children and parent is professional.
- 8.8 Consider the appropriateness of social contact in relation to both parties' roles and responsibilities.
- 8.9 Ensure conversations are appropriate and professional at all times which do not bring the nurseries or staffs reputation into disrepute.
- 8.10 Information relating to a child's attendance or wellbeing in the nursery should be communicated directly to the nursery within operational hours.

- 8.11 Advise senior management of any social contact they have with a child or parent with whom they work, which may give rise to concern.
- 8.12 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.
- 8.13 Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

9 Mobile Phones, Smart Watches and Cameras

Please refer to Mobile Phone, Smart Watches and Camera Policy

- 9.1 Staff, students and volunteers to keep mobile phones in cloak/staffrooms areas.
- 9.2 Staff, students and volunteers working directly with children must not access mobile phones in areas where children are permitted for example playrooms and gardens.
- 9.3 Personal mobile phones or similar devices must not be used to take photographs of children.
- 9.4 We recognise that staff wear Fit-Bit Watches and Smart Watches to help with fitness and step counts however watches should be put to a 'flight mode' or Bluetooth off whilst on the premises to ensure the staff member is not distracted with text notifications.
- 9.5 Members of staff must only use cameras owned by UHSussex NHS Trust to take photographs of children.
- 9.6 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.
- 9.7 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.

10 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.

- 10.1 Neither the Nursery nor University Hospitals Sussex NHS Foundation Trust accepts liability for the actions of individuals employed by the organisation outside their contracted hours.
- 10.2 University Hospitals Sussex NHS Foundation Trust will not be held responsible for any health and safety, conduct or other issues that may arise from private arrangements.
- 10.3 University Hospitals Sussex NHS Foundation Trust has rigorous recruitment and suitability processes in place to ensure all employees are competent and professional whilst on our premises. Whilst employed by the Trust employees will undertake regular supervisions, training and appraisals to ensure they maintain the standard of work within their job description. For Parents/Carers making private arrangements they should carry out their own suitability checks for babysitting.
- 10.4 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 UHSussex NHS Trust. However the nursery has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement they need to pass these concerns on to the Safeguarding lead within the setting.
- 10.5 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 (General Data Protection Regulations 2018).

- 10.6 As an 'out of hours' arrangement with a nursery staff member's employment all private arrangements should be made outside of working hours.
- 10.7 If a staff member is to take the child at the end of the nursery session the Parent/Carer should provide consent to the Nursery Manager/Deputy Manager.
- 10.8 Personal Vehicles: It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child safety seats if they are transporting children in a car.
- 10.9 Babysitting is regarded as a 'second job' therefore if this should impact on the employees performance, health and wellbeing during their contractual hours with UHSussex NHS Trust then this will be discussed with the employee and if appropriate with Human Resources.

11 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

- 11.1 Consumption/being under the influence of alcohol/drugs by a member of staff is unacceptable at any time during working hours.
- 11.2 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.
- 11.3 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.
- 11.4 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.
- 11.5 University Hospitals Sussex NHS Foundation Trust is a non- smoking organisation. Smoking is forbidden on the premises.
- 11.6 Any member of staff who is found smoking on the premises will face disciplinary action.
- 11.7 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.
- 11.8 Cigarettes, matches and lighters must be kept securely away from the children.

12 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.

- 12.1 Nursery staff have a duty of care to report any behaviour of colleagues that raise concern.

- 12.2 Nursery staff have a responsibility to challenge any discriminatory remark or behaviour against other staff members, children, families and visitors.
- 12.3 Nursery staff have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues.
- 12.4 Staff must avoid using inappropriate or offensive language at all times
- 12.5 All UHSussex NHS Trust employees should be familiar with the Trusts Freedom to speak Up Policy (previously Whistleblowing Policy)

13 Confidentiality

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 UHSussex NHS Trust Nurseries

Staff Name _____

Staff Signature _____ Date _____

14 RELATED LEGISLATION AND DOCUMENTS

- 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

15 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Updated EYFS 2021 03/09/2021	Tracey Gregory, Childcare Services Manager
Written Amendments 27/05/2021	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 27/05/2021	Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital
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Written 21/02/2020	Tracey Gregory, Childcare Services Manager
Reviewed 21/02/2020	Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
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