



Peter's Patch  
Forest School - Day Care - After School Club

## Staffing

### Standards of Dress

As you are liable to come into contact with customers and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis you may use the washing machine provided.

### Discipline

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of minor misconduct, major misconduct and gross misconduct shown in the staff handbook, a breach of other conditions, procedures, rules etc. within the handbook will also result in the disciplinary procedure being used to deal with such matters.

### Grievance procedure

It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved. You should make reference to your handbook.



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### Meetings

Monthly meetings will be held to discuss personal progress and development.

Supervisor meetings will take place to discuss children moving on to the appropriate room.

### Records

In order to work effectively, Peter's Patch needs to gather and process relevant information about the staff, parents, children and other professionals. This will be done in accordance with the principles specified further in the Retention- safe storage of children's records - data protection.

### Recruitment

#### Peter's Patch Day Nursery safe recruitment policy

At Peter's Patch Day Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.



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### Advertising

- We use reputable newspapers and the local job centre to advertise for any vacancies
- We ensure that all adverts include details of our safe recruitment procedures; including an enhanced disclosure check, an early years check and at least two independent references (one being from the applicants most previous recent employer) for each new employee and our equal opportunities policy

### Interview Stage

- We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All short listed candidates will receive a job description, a job specification, an equal opportunity form and a request for identification prior to the interview
- Where possible, the Manager and a Deputy Manager will sit on the interview panel and are all involved in the overall decision making



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- At the start of each interview all candidates' identity will be checked using, for example, their passport and/or photo card driving license.
- All candidates will be required to prove they are eligible to work in the UK.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery
- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- The Manager and Deputy Manager will then decide the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery
- Each candidate will receive communication from the nursery stating whether they have been successful or not



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### Starting Work

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g. their GP). These references will be taken up **BEFORE** employment commences. This will be verbal initially and then followed up with a written reference which will form part of their personnel file
- All new starters will be subject to an enhanced disclosure check and early years check. This will be initiated before the member of staff commences work in the nursery.

### Rota's

All members of staff will work on a rota basis. Hours will vary depending on the needs of the rooms. Some shifts may be adapted depending on the needs of the room.

Rotas enable the staff to build a relationship with the parents and children, also all staff will have an awareness of the duties and needs that each shift entails.

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