



Wolfson College Day Nursery

Guidance for New Staff Policy

Wolfson College Day Nursery would like to welcome you as a new member of our team.

During your first weeks with us you will be given Formal Induction Training and Policy Documents to read. The information that you will be given is important for not only your Health and Safety at work but to safeguard the children in our care and enable you to provide effective Early Years Education to the children in line with current Government Legislation. Please ask if you do not understand anything and have any questions. Our aim is to support you to enable you to work competently in our team and maintain a professional and loving environment for our children at all times.

Wolfson College Day Nursery: Commitment to the children in our care.

- We recognise that all Staff and Management have a full and active part to play in protecting our children from harm and we hold their welfare a paramount concern.
- We aim to provide a safe, caring, positive, stimulating environment that promotes the social, physical and moral development of each individual child free from discrimination or bullying, a place where children can learn and develop happily.
- Our policy applies to all staff, management and any students or volunteers in our setting.
- We are committed to ensuring that each child is given the opportunity to achieve their full potential.
- We are committed to providing a welcoming, safe, happy and loving environment where children feel confident and secure and are able to develop and learn.
- We aim to deliver a personalized provision for each child, informed by how they develop and learn.
- We support each child's development of language and communication skills.
- We will provide opportunities through which information about children's wellbeing, development and learning can be shared between the Nursery and families and parents/carers.
- We recognise and respect the influential and important contribution that families and parents/carers make to children's development, well-being and learning. We will promote quality of feedback and interaction with them, to encourage participation and understanding of their child's development.

To achieve this all of our staff must support our ethos and;

- Have an understanding of the principles of the EYFS.
- Follow our policies, procedures and any guidance notes as set out in our handbook and employee's safety handbook.
- Maintain professional development through training and supervisions/appraisals.
- Establish and sustain a culture of collaborative, co-operative, professional team work with colleagues.
- Listen to children, paying attention to what they say and value and respect their views

- Recognise the enormous responsibility and importance that our role holds in supporting a child's development.
- Being accountable for your personal delivery of high quality provision.

Nursery Security: Safeguarding our children

- New Staff must not open the doors or give anyone access to the Nursery until you have received an Enhanced DBS check and have gained knowledge of who our parents are.
- The Nursery can maintain the strictest security to safeguard the children in our care nobody must be given access to the Nursery unless they are known to the staff or have a prearranged appointment, all parents/ carers must be "let in" and "let out" at all times. You must follow the visitor's guidelines. Please do not leave parents to "let themselves out". They may leave the door/gate open or let a stranger in! If you do not know someone at the entrance, you must not open the door; instead, you must call for a senior staff member to assist you.
- You will be introduced to all of the parents and as you become more confident please welcome parents and children with a smile and their name.
- We ask that you always be positive and polite to all parents and visitors to the Nursery. If you are asked a question that you are unsure of please let them know you are new and refer them to a member of staff or check the answer.

Health and Safety

As with all Nurseries we want to encourage our children to have access to the equipment and toys they need to learn and play. However, this can cause issues with equipment and toys on the floor and these will cause trip hazards. To prevent staff from tripping and falling extra care is required when moving around the Nursery, sensible low work shoes should be worn at all times and equipment should be put away as soon as it is finished with. The areas should be kept as clear and tidy as possible without restricting the children's learning and enjoyment. Extra care is required during cleaning times to prevent slips trips and falls.

Care of our children

At Wolfson Nursery we ask you recognise the enormous responsibility of looking after the children in our care and the importance of providing a safe, stimulating, clean and loving environment for them. We aim to give the children the best that we can and maintain good guidelines for behavior and respect for others.

The fundamental values are:

- **Democracy:** -Think of democracy as a situation where everyone is treated equally and has equal rights.
- **Rule of law:** - This is about learning to manage our own feelings and behavior: about learning right from wrong: about behaving within agreed and clearly defined boundaries: about dealing with the consequences.
- **Individual liberty:** - children's self-confidence and self-awareness, able to make choices and showing preferences and people and communities.
- **Mutual respect and tolerance for those with different faiths:** - where we learn to treat others as we want to be treated. How to be part of a community manage our feelings and behavior; and form relationships with others, have an ethos of inclusivity and tolerance in our settings, where views,

faiths, cultures and races are valued *and* where we encourage children to engage with their wider community.

Arrival and departure times:

Please allow plenty of time for the local traffic problems, arriving at least five minutes before your start time. The Nursery ask you to be in your room ready to help receive children at your start time and do not leave the room until your designated Finish time, making room leaders aware that you have finished and intend to leave.

Behavior Management:

It is the Nursery's policy to work in partnership with parents to manage children's behaviour and to inform parents of consistent unacceptable behaviour by their children within the Nursery.

Children and adults flourish best in an environment where everyone knows what is expected of them and where children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

It is the Nursery's aim to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Adult guidance will support and not undermine children's emotional wellbeing. We take into consideration that the children may not have extensive understanding of the English language. Please refer to the Behavior policy.

During your first few days we hope to make you feel welcome and hope that you enjoy the work in your new room, if for any reason you feel uncomfortable, or unhappy with any issues please speak to your room leader or Manager.

Standards of Dress:

Staff will be expected to wear uniform at all times. The Nursery will provide three tops and two jumpers. Staff will be expected to provide black professional trousers and flat, closed-toe black shoes for indoor only use. Jewellery is to be kept to a minimum, with only studs acceptable for piercings. Nail varnish is to be of a neutral colour and it is at the manager's discretion.

Contract Working Hours:

You will be required to work a 8.5 hour day with a 45 minute lunchbreak between our opening and closing times of 8.30am to 5.30pm, you will be asked to work one of the following shifts in agreement with your room leader or management as required, they are 8.30am to 5pm, 8.45am to 5.15pm or 9am to 5.30pm and are subject to change. You will be required to attend Monthly staff meetings after work.

Notification of Incapacity to Work:

Staff are required to comply with the College and Nursery rules relating to notification of absence set out in the College staff Handbook which are you must notify the Nursery, by telephone on the first day of incapacity and at the earliest possible opportunity prior to your start time. If you are due to open, you are to call the Nursery Manager or Assistant Manager by no later than 7.30am. Notification of absence should always be made personally (or in extreme cases then by a relative). You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. If you are unable to notify your

manager of your expected return date when you call, you must then telephone your manager by 4pm the same day with an update on your situation and whether you expect to return for your next rostered shift.

Telephone Numbers are:-

Acorns: - 01865 274074

Oaks: - 01865 274079

Managers office: - 01865 274085

In cases of incapacity for up to and including seven calendar days you must sign a self-certification absence form on your return to work. If you are absent for longer than the seven calendar days a Doctors medical certificate will be required which you must forward to us without delay.

Probationary period:

You join the Nursery on an initial probationary period of three months, during this period your work, performance and general suitability will be assessed and if it is satisfactory, your employment will continue. However if your work performance is not up to the required standard, or you are considered to be generally unsuitable, the College may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

You will be given a copy of our policies to read and you will be asked to sign a form to say that you have read and understood them.

This policy was adopted on	Signed on behalf of the nursery	Date for review
5/2/19	<i>Lydia Payne</i>	February 2020