

Date Reviewed:	March 2023
Review Date:	March 2024

Agreed by: Personnel, Pay, Headteacher Review Committee

Date: 24/04/2023

Name: Jenny Auber

Signature: 



# Staff Handbook

## 2023-2024

## **INTRODUCTION**

Welcome to new staff members

We are delighted to welcome you to the Highfield Team and hope you enjoy working with us.

Highfield Nursery School was built in the early 1970's and has provided Early Years education in the local community since then. A purpose built community room was added in 2001, which was used by the school and also for activities provided for families in the area. In 2006 another major building project was undertaken and Highfield now combines the Nursery School with Day Care provision and a Centre for children and their families/carers.

The Nursery School provides up to 104 part-time places for children between the age of 2 and 4 years, the children can attend between 8am and 4pm each day. Bumblebees and Dragonflies have spaces for 26 3 & 4 year olds in each session and Butterflies caters for 2 year olds and has 16 places in each session.

Any child may apply to come to Highfield and applications are accepted in date of birth order. When they leave Highfield children go on to around 15 different schools across Ipswich, the majority of the children go to Castle Hill Infant School, Dale Hall Community Primary School, and St Pancras schools.

Early Years @ Highfield (day care) has a total of 24 places, 12 for two year olds and the rest for 3-4 year olds, and is open 50 weeks a year.

The Centre offers various activities and support for families throughout the year.

Highfield staff are very experienced and are recognised for their skills, knowledge and commitment to excellence. Whilst we are all friends and enjoy a relaxed supportive atmosphere, we are professional and efficient. We aim to be friendly and approachable and are sure that you will quickly fit into our working environment. We hope you will find this handbook useful and practical, but if there is anything more you want to know please ask.

The information is organised alphabetically and will be reviewed annually. If you have any comments or suggestions for improving the handbook please speak to the Headteacher.

Please also make sure you receive a prospectus.

As part of your induction it is your responsibility to read certain policies referred to in this document and return the signed form, confirming that you have done so.

## **MISSION STATEMENT**

At Highfield the team is committed to promoting high quality learning through genuine partnership with the child and family at the centre.

We recognise that emotional and social development is vital and we believe in valuing and respecting each individual in a welcoming, accessible and inclusive environment. Through our action research and our multi-agency partnerships we promote a deep understanding of the whole child.

## **AIMS**

### **"GROWING AND LEARNING TOGETHER"**

To do this we aim for individuals to

- develop healthy minds and bodies

- lead safe lives and make informed choices
- enjoy and achieve
- participate and be involved
- become lifelong learners

We provide a caring environment where children and their families feel safe, secure and comfortable in our surroundings and with the people around them, free from pressure, where they are given time and space to be themselves. We believe that by feeling valued and respected we all develop the self-esteem to accept ourselves and others. As part of this we promote healthy food, sleep and regular exercise.

We provide opportunities to develop new skills and understandings, and the chance to explore and experiment within the environment. We build on what the learner already knows, and aim to provide creative and challenging learning experiences and opportunities for discovery, exploration, problem solving and self-expression, which help us to develop a passion for lifelong learning.

We ensure each individual feels special and included and has the right to be listened to and their opinion respected. We help each other to care for the environment and to know that each of us has a role and can make a difference in our own community and the wider world.

We support each individual to gain the confidence to make the most of their abilities and to be aware of opportunities available to them.

Please see our children's charter and read our DISPOSITIONAL CURRICULUM and SUPPORTING BEHAVIOUR POLICY

Please also read our Code of Conduct which we ask you to agree and adhere to. These policies and the practitioner code were agreed and adopted by the staff and are reviewed and agreed annually along with our mission statement.

## **ABSENCES**

### **Staff:**

- All members of staff must telephone the Headteacher or Head of Children's Centre between 7.00 and 7.30 am on the first day of absence. You will be given a list of confidential telephone numbers. **Please also inform the school office.**
- Staff should inform the Headteacher of their continuing absence, preferably by contacting the school by telephone before the end of each school day, or by arrangement.
- A doctor's certificate is required for absences of more than 7 consecutive days (including weekends). These should be forwarded to the school at the earliest possible convenience.
- A back to work paperwork will be emailed to you and you need to return this to the Headteacher on your return. If you need a paper copy, you can collect this from the main office. A back to work interview will then be held on return to work by the Headteacher, room leader or Children's Centre.
- If persistent/regular absenteeism is expected due to a diagnosed condition or treatment plan, this should be discussed with the Headteacher/Children's Centre Manager at the earliest convenience. Confidentiality will be strictly upheld during this discussion.
- Please see the Leave of Absence section on page 12 with regard to Private and Personal leave.

### **Children:**

- Parents should notify the school, preferably by telephone, on the first day of absence if their child is away.
- If a child is absent frequently and no information is received the child's key person is responsible for making arrangements to contact the family/carers in a sensitive manner to ascertain the situation.

## **ACCIDENTS AND INCIDENTS**

- All accidents, dangerous occurrences or 'near misses' involving an adult or child should be reported and recorded. Forms are held in the near miss/incident report file in the Ht office. The Headteacher/Head of Children's Centre is to be informed.
- It is the duty of all staff to be in constant supervision of the whole area and all the children in their care in their area of learning provision, and to be constantly vigilant for possible dangers (such as cat poo, toadstools, broken equipment/resources) that may occur despite daily and termly safety checks of equipment.
- The safety of the children is always paramount and two adults should be outside at all times, so that in the case of an accident or incident the children, not directly involved, are not left unsupervised. Walkie talkies are used to ensure communication is possible at all times
- Everyday accidents occurring in the setting rooms must be recorded in the accident/first aid books held in each room and a copy given to parents when they collect their child. The treatment given and after care must also be recorded.
- If a child gets a bump on the head, a letter must be filled in and shown to the Room leader /Head for signing. Blank letters are kept with the first aid file in each classroom. The time of the accident must be recorded on the bump letter and the key person must, with the senior practitioner on site, notify the parents immediately and advise them, if felt necessary to take the child to the GP to be checked. If not urgent the child must be watched carefully during the rest of the session and the situation explained when the child is collected and the parents advised to get the bump checked out by the GP. Any incident/accident involving a trip to the doctor or hospital where treatment is administered, (not merely a check up) should also be recorded using the county incident forms kept in the HT office.
- If a child becomes ill during the session the parents/carer should be contacted as soon as possible and asked to collect the child.
- Special attention must be paid by all staff to children with allergies, SEND and CAREPLANS. It is the responsibility of all staff to be aware of, and able to deal with, the specific needs of these children. It is the responsibility of all staff to update themselves termly on the relevant children. Helen Norman is Special Educational Needs and Disabilities Co-ordinator (SENDCo) and will have good knowledge of all children with needs.
- Risk Assessments need to be carried out on all regular activities and areas, those forming part of medium term planning and on one-off activities. All staff members are responsible for completing risk assessments under the guidance of their line manager if needed. Risk assessment files are kept in the Head Teacher's office. Following the safe return from a trip, permission slips can be destroyed. If an accident has occurred, these need to be kept as proof that parents gave signed permission for their child to attend the outing.

## **ADMISSIONS**

Our Admissions Policy is updated annually and kept in the policy file in the Reception and in My Work policies folder files on the U drive of the network.

## **ASSESSMENT**

Assessment is ongoing and formative and uses a variety of observations, and it involves parent partnership. Please read, and sign to say you have read and agreed, the Observation and Assessment and Planning OAP Policy.

## **ATTENDANCE/COLLECTION**

- Parents who are taking their child on holiday during school term time should inform us in writing.
- All other absences should be noted in the register. The register is a legal document and must be filled in at the beginning of each session.

## **BEHAVIOUR**

We are all collectively responsible for the behaviour of ourselves and the children in our care.

- We believe in and operate a positive approach to behaviour and recognise the importance of emotional intelligence and the long-term benefits of self-directed behaviour.
- All staff should refer to the Supporting Behaviour Policy (which Anti-bullying and Restraint) and the Touch and Handling Policy. Please read, and sign to say you have read, these.
- The first three weeks of every term are particularly important for establishing the framework of behaviour (contained within the Supporting Behaviour Policy) and all staff are responsible for training and explaining overtly the rationale and rules so that children can be expected to respond appropriately to instructions and contribute to a positive learning environment for everyone.
- Staff should feel supported in their handling of challenging behaviours. Discussion with other staff and a team approach is always the way forward. Further guidance should be sought from the Head Teacher.

### **BULLYING AND HARASSMENT OF STAFF**

We recognise that bullying and harassment of staff, whilst rare, can take many forms, occur on a variety of grounds and may be directed against an individual or a group of individuals. We recognise that what one person may be able to accept may nevertheless cause distress to another. We adopt the Local Authority Policies and Practices on equality and harassment, which are developed and updated annually. We ask that all employees make themselves aware of Our SINGLE EQUALITIES DOCUMENT and should sign to say they have read it which contains our Equalities Policy: ethnicity diversity and community cohesion statement, our gender, disability and ethnicity schemes and action plans for the year and also our sustainability policy and action plans. The Equalities framework mind map is attached to the handbook. Our Accessibility statement is on the website and all staff must read each year as part of our annual policy renewal cycle.

It is the School's intention to treat complaints seriously, to ensure no victimisation occurs as a result of someone making a complaint, and that confidentiality is protected as appropriate. It is paramount that you should not feel afraid to complain regardless of the other people involved. It is your responsibility to read the Policies, which are kept in the Policies file in the Reception.

Formal complaints should be made in the first instance to the Headteacher or the Chair of Governors if the complaint concerns the Headteacher.

### **CARETAKING/CLEANING**

- All staff should assist in this by ensuring rooms are tidied at the end of each day and that no unnecessary items are left on the floor. Classroom lights, computers and CD players should be switched off.
- Any damage, breakage or faults should be reported to the office as soon as possible.
- If an item or area of the learning environment is thought to present a danger to the children/adults, it must be reported immediately to the office.

### **CLEANING PROTOCOLS**

- These are displayed in each indoor learning area and refer to coloured cloths, clearing up water on floors and tables and of body fluids.

### **CARS – Use and Insurance**

- Staff who use their cars for school business (when attending off-site meetings, courses, visits, and banking) are responsible for ensuring that their personal car insurance covers such use.
- As a rule, for their own protection, children should not travel in a car belonging to a member of staff, and never alone. In an emergency permission must always be obtained from the Headteacher and parent/carer BEFORE a child travels in a car driven by a member of staff.
- A child should always be accompanied by two adults when travelling in a staff car.
- The school pays for travel on school business/courses outside Ipswich boundaries. Staff travel forms can be obtained from the school office and should be completed on a monthly basis.

### **CHILD PROTECTION**

- The Headteacher is the Designated Safeguarding Lead (DSL). If you have any concerns regarding a child, please seek advice from the DSL or alternates.
- Please read, and sign to say you have read, the Safeguarding Policy, Child Protection Policy and the Physical Touch and Handling Policy.
- You will read the Keeping Children safe in Education 2022 part one, annex A and annex C and sign to say you have read and understood the content.

### **CLASS LISTS**

- Class lists and other relevant pupil data is given to each class teacher termly by the Office staff.

### **CLOAKROOM SUPPLIES**

- These are ordered regularly but please let the administration team know if stocks are getting low. Soap dispensers are refilled by the Caretaker. Supplies of paper towels, tissues and toilet rolls are kept in the locked cleaning cupboard in NC2.

### **CODE OF CONDUCT**

- We are a team and we aim to maintain the goodwill and confidence of all our staff and the families and children of the Centre as stated in our Mission Statement. In achieving our Aims and Mission Statement it is essential that we all carry out our duties in an acceptable and courteous manner, showing respect to each other. Duties and responsibilities are detailed in job descriptions. Everyone should have a copy of the one relating to their specific job title.
- We particularly try to develop positive, respectful, and professional relationships through good communication.
- Please refer to our Wellbeing Policy and our Code of Conduct

### **COFFEE MONEY/STAFF FUND**

- Money for tea and coffee is provided from the staff budget.

### **COMPLAINTS/GRIEVANCES**

- In the first instance, you should talk over your grievance with your line manager. Communication is a priority and misunderstandings can occur when communication breaks down. Further information relating to relevant procedure can be found on the Suffolk Schools Choice website
- The Headteacher is always pleased to listen to any concerns and promises to carefully consider, discuss and take on board your views.
- Please read and sign to say you have read our Wellbeing policy

### **CONDITIONS OF SERVICE**

- Full Conditions of Service for all staff can be found on the Schools Choice but the Business Manager can help with any HR queries

### **CONFIDENTIALITY**

- All staff are asked to read and to sign to say they have read and agree to the Confidentiality policy annually

### **CONTACT WITH PARENTS/CARERS**

- Parent partnership is a priority of the Nursery and parents/carers should feel they are welcome to speak with their child's key person or class teacher at any time. Daily feedback forms part of our joint assessment for learning.
- Families sign our Rights and Responsibilities agreement at the start of their time at Highfield
- Parents should also feel free to speak to the Headteacher or Room Leader at any time during the school term. In order to feel comfortable with your decisions it may sometimes be important to discuss the issue first with your colleagues, line manager or headteacher before speaking to parents/carers.

- Key persons and support staff should feel free to contact parents/carers to discuss any issue they feel parents should be involved in and it is a policy of the Nursery to involve parents in the ongoing learning of their children by working closely together. This can only be achieved by two-way regular feedback and discussion.
- Parents and carers are involved in producing curriculum documents and information.
- Care should be taken by the line managers and support staff to discuss a matter with key persons prior to discussion with parents. If a parent approaches you with a query always refer back to the key person or, if necessary the line manager or headteacher.
- If more time is needed then an appointment should be made which is convenient to the parents/carers.

### **CONTINUING PROFESSIONAL DEVELOPMENT**

- Continuing professional development is extremely important and forms part of performance management. Please speak to the Head on an individual basis. Regular supervision and the appraisal cycle provide the formal mechanisms for CPD. Please refer to our CPD policy

### **CRITICAL INCIDENTS**

- Staff are expected to make themselves familiar with the School's Critical Incidents Policy and procedures. Please read, and sign to say that you have read, the Critical Incidents policy.

### **CURRICULUM**

- Half termly newsletters to parents provide information on focus texts and activities and weekly and half termly planning is displayed in both indoor learning environments .

### **EARLY YEARS FOUNDATION STAGE**

- The EYFS is the current curriculum. Our Single Equalities should be read alongside the EYFS
- You should also be aware of the Dispositional Curriculum Policy and the Outdoor Provision Policy.

### **DATA and GDPR**

- It is important that the office staff are told about changes in personal data, such as change of address, telephone number and details of emergency contact.
- It is also important that the children's details are updated – please ask parents/carers to inform the office staff if changes occur and ensure these are updated in the office.
- Please read and sign to say that you have read the Privacy Notice and data Protection Policy

### **DISHWASHER DUTIES/FRIDGE PROBE**

- It is important to keep the dishwashers in the staff kitchen used, put on and emptied, especially when there are cooking activities. At the end of each school day it is the responsibility of Nursery staff who have used it to ensure that the dishwasher is full and switched on and then unloaded the following morning.

### **DRESS CODE**

All staff are expected to dress smartly, remembering you have to bend down frequently and move quickly at times. Clothing should be appropriate to working with young children, indoors and outside.

- Jeans should only be worn (if desired) on school trips, and tops and trousers should not be too low or be marked with inappropriate slogans. Jeans are not recommended for forest schools type activities as they do not dry quickly.
- Strappy tops, low cut tops or tops with cut away shoulders are not appropriate and should not be worn.
- Hats should be worn on sunny days as a good role model to the children as agreed and stipulated in the Sun safety policy
- High heels are not suitable, open toes are worn at your own risk.

### **ECO-SCHOOLS**

- We are an active eco-school and sustainability is central to our ethos. We currently have the silver award. Please see our Equalities document for our current action plans and policies.

### EQUALITIES

- Equalities for each individual is central to our ethos. We uphold the social dimension of equalities and recognise that this does not mean the same for all but means responsiveness to individuals to empower them.
- Please read and sign to say you have read our SINGLE EQUALITIES document which contains our Equalities Policy: ethnicity diversity and community cohesion statement, our gender, disability and ethnicity schemes and action plans for the year and also our sustainability policy and action plans and our accessibility statement. The Equalities framework mind map is attached to the handbook. The Single Equalities is reviewed and updated annually in the yearly cycle of review with the whole staff and the equalities governor.

### EMERGENCY CLOSURE OF SCHOOL

- Only the Headteacher can make the decision to close the school and contact the Local Authority.
- Senior staff will telephone other staff, who will contact each other – see emergency contact rota.
- Suffolk Radio provides information about school closures.
- The School Office must be manned by whoever can get into the School to take telephone calls.

### EMERGENCY CONTACT DETAILS

- Pupils – Emergency contact details for pupils are kept in the School Office in a locked filing cabinet (individual files). Addresses and telephone numbers are also in the front of the registers.
- Staff – The office staff hold details of all emergency contact details of staff

### FIRE DRILLS AND PROCEDURES

- Fire drills are carried out termly in the morning and afternoon sessions and take account of dual placement and part time children.
- Fire exits are clearly marked throughout the building. You must make yourself aware of exits and procedures.

#### **When the fire alarm sounds, the following procedure must be followed:**

- Everyone must stop what they are doing and adults must quietly guide the children from the area they are in towards the assembly point at the bottom of the Nursery garden, leaving by the nearest exit. One person must check the toilet areas and small rooms, role play and computer areas collect the register and close the outside doors. As they pass through the outdoor area all adults must check for and collect children, taking inhalers and other medication with them.
- The adults must check to see that all the children have been safely gathered in the assembly area by counting and using the register – any child missing should be reported immediately to the Headteacher.
- At no time, until the 'all clear' is given by the Headteacher/administration team, (usually by walkie talkie) will any member of staff or child re-enter the building.

#### **Other actions:**

- In the event of a real fire the Headteacher / administration team will contact the emergency services immediately and consult the alarm panel to find the source of the fire. They will contact parents and the Local Authority 583000 (and the Headteacher if off site).
- Please read and sign to say you have read the Evacuation Policy

### FIRST AID/CHANGING

- All qualified staff are responsible for first aid.
- Plasters, plastic gloves and thermometers are kept in the cupboards in each class toilet area. Mrs Handley is responsible for first aid resources.
- Sand for body fluids is kept in the locked cleaner's cupboard in NC2./kitchen area NC1



- First aid when administered should be recorded in the accident books kept in each classroom and parents should be given the top copy of the slip. Details of what happened and the after care should also be noted, signed by the member of staff caring for the child and dated.
- If children are given help to change this should be recorded on the form available in each toilet area.
- Parents of children with asthma should be given a copy of the centre Asthma policy
- You have already been asked to read and sign to say you have read the Asthma and Medicines Policy.(Health and Safety –care of children Policy ) Please also read and sign to say you have read our Intimate Care policy and Nappy changing policy

#### **FOOD AND DRINK POLICY & HEALTHY EATING/NUTRITION**

- Please read, and sign to say you have read, the Highfield Food and Drink Policy.
- Parents should sign individual children's diet sheet to show they have been agreed.
- Fresh drinking water is available in both indoor learning areas daily, and outside on hot days
- Staff should update themselves annually on our safer food better business procedures – detailed in the file kept in the prep kitchen

#### **GOVERNING BODY AND COMMITTEE MEMBERSHIP**

Details of the current posts of responsibility can be obtained from the office.

#### **HEAD LICE**

- If a case of head lice is reported (or noted) please inform the office staff and a standard head lice notification should be sent home.
- The parent/carer of the child concerned should be informed.

#### **HEALTH AND SAFETY AND WELFARE POLICY**

- Please read, and sign to say you have read, the School's Health and Safety Policy .The Policy must be referred to if you are in doubt about any procedure.
- All staff should have regard to their own health and safety and that of others, including children, families and visitors. They should communicate any concerns to the appropriate person – Headteacher, SENDCO or Governor – via the Office administrator, so that any potential hazards can be quickly rectified.

#### **SAFETY OF CHILDREN**

- All to read and sign Safeguarding Policy and familiarise themselves with the "Keeping Children Safe" mind map. All staff receive regular training on Safeguarding.
- Each practitioner is responsible for ensuring that all curriculum activities are safe. If practitioners have any concerns about children's safety they should bring these to the attention of the Headteacher/ SENDCO immediately.
- The minimum requirement of 1 adult to 13 children for 3 and 4 year olds and 1 adult to 4 children for 2 year olds is maintained at all times in both the indoor and outdoor nursery environments.
- There should always be two members of staff outside, in case an accident does occur.
- Staff outside who are 'supporting' should position themselves so that at all times they have visual access to all the children wherever they are busy. Children should always be within sight or hearing.
- The children are trained not to climb the fence and should be supervised at all times to ensure they do not.
- Staff should be constantly vigilant, checking for potential hazards such as cat poo, fungi and sharps. Gloves and carrier bags should be used to collect poo, which should be disposed of in the nappy disposal bin.
- Cookery activities are allowed in the indoor and outdoor areas. Children are not allowed in the kitchen, and adults are only allowed in there for absolute emergencies from 9.15 till 3 pm. Cold packs are kept in the freezer on the patio. Cookery ingredients etc should be removed prior to 9.15am.

- Tools for staff to use should be kept safely away from the children. Sharp knives should only be used with extreme care in the learning environment and a risk assessment should be completed by the practitioner responsible for the activity and this should be counter signed by the head/ room leader.
- Children are allowed to use tools such as staplers, hammers, scissors and sellotape dispensers and are shown by the adults how to use them safely and with due care for others.
- No child is taken out of school without the prior consent of the parent/carer.
- A risk assessment is undertaken on any visit off the school site.
- All incidents involving injury are recorded in the class accident books and parents are informed. If a child is seriously hurt or unwell parents are contacted immediately using the emergency telephone numbers kept in the school office. These are updated termly and parents are actively reminded to inform the school of any changes. The county IRF form must be used in the case of an accident/incident or near miss situation including injury to a member of staff.
- On rare occasions it is necessary for staff to restrain a pupil physically to prevent immediately those inflicting injury to others or causing self-harm. If restraint is required parents are told and a written report is made. If a child presents with these issues frequently a strong partnership with parents is sought and strategies will be developed jointly to ensure the safety and welfare of all concerned. A Behaviour Support plan is implemented with the parents' consent. Notice should be taken of the SCC guidance document Keeping children and staff safe 2022.
- Outside the trees are checked annually through the LA Contract. The climbing equipment is checked annually through a private contractor.
- All staff who may need to administer medicines are given training as recommended.
- Visitors are expected to sign in and are given a lanyard and badge to wear. Staff should question any person in the setting not wearing a lanyard/badge or not accompanied by another member of staff.
- Parents are asked to inform the school by telephone or in writing if someone different is collecting their child. Staff should not agree to let a child go home with an unknown adult without confirming their validity.
- The front door of the school is locked during session times and children's entry and exit is supervised. In addition staff watch the children leaving the classroom area to ensure they are departing with their correct adult.
- All staff should read, and sign to say they have read, the Missing Child Policy.
- Risk assessments have been carried out for use of tools and all activities, and for continuous provision areas. You are asked to read, and sign to say you have read, the Risk Assessment file.

## **SAFETY OF STAFF**

- The need to safeguard the health and wellbeing of staff is a priority. Ruth Coleman and Jannice Simpson are the Wellbeing Co-ordinators. Wellbeing of staff includes their professional development, which is addressed in our CPD and Performance Management Policies and Programmes. These are in the Policies File and individuals will be aware of their own CPD. The CPD Co-ordinators are the Headteacher and the Children's Centre manager.
- Please read our policy on Wellbeing
- We also pay particular attention to the assessment and prevention of work-related stress, thus complying with Health and Safety Law. If a member of staff is experiencing stress at work the Headteacher should be informed without delay. The school also buys into the Employer Assistance Scheme that allows staff and their immediate family to access all kinds of support, including a 24 hour phone line.
- All staff should be aware of the Worklife Balance Policy and the Stress at Work Policy found in the Policy File in the front Office.
- Lone working – Please see policy and section within Health and Safety Policy
- Working at height – please see Policy and procedures.
- As part of the induction process staff will be given training in fire prevention and evacuation procedures, Please also familiarise yourself with the procedures for activating the fire alarm.

- Staff members are responsible for disabled or mobility impaired persons on site in their area. Any child presenting with such needs should have a Personal Evacuation Plan (PEP) written by the class teacher and the LSA, it should be kept in the fire record log file held in the reception and completed after a fire drill.

### **INTERNET USE**

- Please refer to online safeguarding policy and acceptable use of social media statement.
- We now have a staff, governors and parent social media policy. Please read and sign to say you have read this and agree to it
- The children's site on the whiteboard is more restricted than the adult site but if you do see anything that concerns you it is your duty to report it to the Headteacher, Office administrator and IT Technician.

### **JEWELLERY/SHOES**

Children should not wear jewellery or shoes that may cause risk during their play. If a problem is foreseen with dress, staff should sensitively approach parents/carers and discuss this as soon as the child enters Nursery.

### **KEY PERSONS**

- The key person system is an integral part of the care and education we provide for each child and their family. The class teacher still has an added overall responsibility for all the children in the registration group.
- Support for the key person role is through the class teacher.

### **LEAVE OF ABSENCE**

Applications for private and personal leave is at the discretion of the Headteacher and should be discussed with them directly. This leave of absence will be unpaid and should not incur a cost to the school. Please refer to the Leave of Absence Policy.

Any medical appointments should be made on days where you are not working. If this is not possible, the date and time of the appointment should be discussed at the earliest opportunity with the Headteacher.

### **LETTERS TO PARENTS/CARERS**

- All members of staff are free to write letters to groups of parents/carers or individual parents/carers, but such letters should first be shown to the Headteacher.
- Standard letters for trips, etc are held in the School Office.
- Letters written on behalf of the School should be sent on letterhead paper and signed by the person writing the letter.

### **LONE WORKING**

Please refer to the policy and this section of the Health and Safety Policy.

### **MATERNITY LEAVE**

Full details of Maternity leave entitlement can be found on the Schools Choice.

### **MEDICAL NEEDS**

Each term it is the SENDCO's responsibility to check that the key person responsible for any child with medical needs has had these displayed on the food preparation kitchen door.

### **MEDICINES IN SCHOOL/CARE PLANS**

- It is the SENDCO's responsibility to check that the key person responsible for any child needing a medical care plan has completed it, and displayed it on the door of the cupboard in the toilet area of their classroom, and that all staff are aware of it and the child.
- Epipens, inhalers and medicines for named children are kept in NC2 cupboard. Staff will be made aware of care plans at staff meetings at the beginning of each term.

- Parental consent forms must be completed and signed for each child with a care plan or medicine held at Nursery.
- Each time the medicine is given by nursery staff it must be recorded in the log in the medicines file held in the cupboard in the toilet area.

### **MOBILE PHONES**

Staff mobile phones are permitted on site but must be turned off during sessions. We have two mobile phones, stored in the office for use during school trips and home visits. One person (usually the room leader) should carry their phone in the event of an emergency evacuation and staff should take a mobile phone when going to the meadow or out on a trip. The school phones must be signed out of the office and signed back in when returned. The administration team will ensure the phones are charged and have sufficient credit.

Please read and sign to say you have read our Acceptable use of social media statement and online safeguarding policy

### **ORDERING RESOURCES**

All resource purchases have to be authorised by the appropriate budget holder prior to the purchase order being raised. Order forms are available from the School Office.

### **OUTINGS**

Please read, and sign to say you have read, the Outings Policy.

### **OVERTIME**

- All overtime must have prior approval from the Headteacher.
- Please ensure that any overtime undertaken is recorded on the monthly claim forms, and these should be given to the head who will pass them to the bursar when verified.

### **PARENTS/CARERS**

Parents/carers are welcome in school – we are keen to develop relationships with families and the community. Please encourage offers of help from parents/carers.

### **PASTORAL CARE**

- All staff have a pastoral role for the children attending the Nursery school.
- Concerns about a child's welfare should be raised with the SENDCO /Headteacher and appropriate referrals to health and educational welfare services will be made.
- Any suspicions of abuse should be reported to the Headteacher, the Designated Safeguarding Lead
- Any reports received by the Headteacher about a child will be passed to the class teacher and SENDCO, who MUST return them to the Headteacher for inclusion in the child's records.
- The school has adopted the County Guidelines on reporting racism. Documents for reporting incidents are held in the school office and in our Equalities document.

### **PERFORMANCE MANAGEMENT/APPRaisal**

- All staff receive an annual performance review.
- Any queries regarding your performance review objectives should be referred to the Headteacher.

### **PERSONAL PROPERTY AND SAFETY**

- Staff are responsible for keeping their personal belongings safe. There are lockers next to the disabled toilets and the back office. Please do not leave bags, coats, etc in public areas. The school cannot accept responsibility for valuable personal items.
- It is your responsibility to take care of your own safety in school and not do anything that could put you or any other adult or child in danger. Please refer to the Health and Safety Policy.

### **PETTY CASH**

Purchases made through this system should not exceed £25 and VAT receipts should always be obtained. A petty cash claim form should be completed.

## **POLICIES**

Copies of all school policies are kept in the Policy File in the Reception and in the document file on the network "My work" - Policies folder.

## **PRACTITIONER and GOVERNOR CODE**

We all agree to abide by the following statements: We adhere to the Nolan principles of Public Life

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

At Highfield we work hard to maintain the highest standards of professionalism by treating everyone with respect. We are inclusive and driven to ensure everyone achieves.

- Safeguarding

I will protect the welfare and safety of our community at all times, including the risk of radicalisation and if I believe a child is at risk, I will refer to the relevant services immediately, and I will ensure the information shared (disclosure) is passed to the safeguarding lead/relevant authorities, and make it clear to the person disclosing that I have a duty to share the information.

- Information sharing

I will share relevant information to ensure we safeguard all children. I recognise that in order to respect every families' privacy; only the necessary agencies/people will be informed (on a need to know basis)

- Conflict

I will try my best to resolve conflict in a positive and professional manner for the benefit of all.

- Behaviour

I will support children to be caring and responsible in a safe and positive environment. I will respect, care and learn from others including parents, children and colleagues.

- Unconditional regard for all

I will protect the sustainability of the centre through no self gain

- Confidentiality

I understand that confidentiality is the key 'what happens in Highfield – stays in Highfield'

## **REGISTERS**

- Registers are legal documents and must be completed thoroughly and accurately.
- Trips and forest visits should be recorded.

## **RESOURCES**

It is the responsibility of all staff to take care of the resources provided and to actively encourage the children to do the same.

## **RISK ASSESSMENTS**

- All staff should be aware of, the Risk Assessment file in the Headteachers Office.
- Risk Assessments are part of normal everyday safety and practise and are the responsibility of all staff, although Ruth Coleman and Lorraine Hale are responsible for ensuring they are carried out and updated.
- Risk assessments for trips use the EVOLVE online system.

- It is the responsibility of all staff to notify the Headteacher of anything that may be a foreseeable risk or be considered a “near miss”.
- Ruth Coleman is the member of staff responsible for visits Educational Visits

## RRSA

We are a Rights Respecting Schools Centre

### **To Be Different Poem** ( written by a parent)

Disabled

In us big or small

Fat or thin

From a different part of the world

Even the colours of our skin

Religions there are plenty

Even our names are not the same

Not everyone has a mum or dad

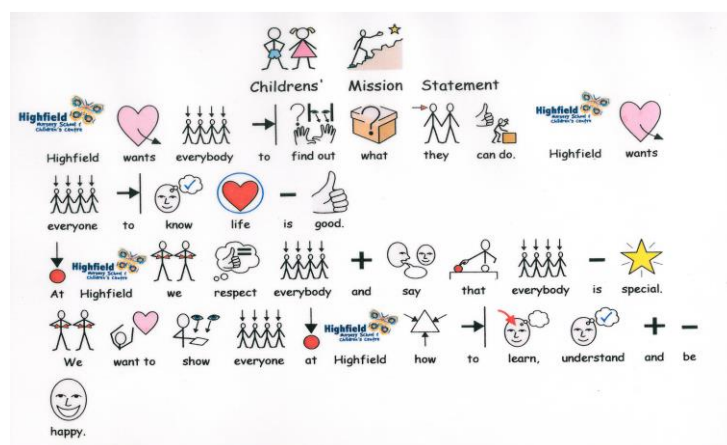
Too many differences to name

It's good to be different and not all the same

For we all share one thing

And that's we have

The right to be human



We recognise children's rights and actively name and sign post them as well as including staff, families and children in learning about them.

## SECURITY

Please read and sign to say you have read our separate Security policy

## ELECTRICAL RESOURCES

All portable electrical resources are security marked and recorded in the School's inventory. Please ensure, to the best of your ability, the security of these items.

## BUILDING

- Designated key holders know the procedure and codes for locking up. There is a list of registered key holders in the front Office. If any member of staff wishes to gain access to the premises outside normal opening times they should arrange this with either the Headteacher or Caretaker. The Caretaker is normally at the school between 6am and 7.30am and from 5.30pm until 6.30pm, Monday to Friday.
- Staff are issued with a fob for the front door, which must be returned to the administration team when their employment ceases.
- Classroom doors and fire doors are unlocked during the day.
- The front door and Early Years Daycare exterior door are locked during the day. Visitors gain entry by staff releasing the door catch. Visitors to the Nursery School should report to the School Office and sign in the Visitors Book. They should wear a red or green lanyard with a visitor badge at all times whilst on the premises
- The office must be informed if a child is taken off the premises.

## SESSION TIMES

In the Nursery School we have part-time places for 104 children aged 3-4 years, which enables them to attend between 9am and 3pm each day. Two sessions run during this time:

9am - 12pm

12pm - 3pm

Breakfast club runs between 8am - 9am daily.

After school paid provision is available between 3pm - 4pm everyday. Families will be able to choose to take 1 or 2 sessions in a day. Session 2 will include lunch (additional food cost) and sessions 1 and after school hour will include snack.

Flexible opening and collecting times give the opportunity for communicating with parents about individual children and also helps to reduce congestion in the hallway.

Parents wishing to collect their child outside of session start and finish times will notify the office and office staff will collect their child from the classroom.

### **SMOKING**

Smoking is not allowed on the school premises.

### **SPECIAL NEEDS**

- If a child is experiencing difficulties we work together with parents from the outset. Through discussion and in practical ways, such as IEP's and informal behaviour plans, we aim to support the child to enable them to have positive experiences in the setting from the beginning.
- The class teacher and key person are responsible for completing any paperwork, with the support of the SENDCo. The files are kept in the back office.
- ISP's Individual Support Plans are written for any child requiring support for any reason to develop emotional well-being. These are written by the class teacher, key person parent and family support worker and are reviewed termly through the provision mapping cycle
- The SENDCo should be aware of any child with special educational needs and the support levels needed and provided. She ensures that planning supports the child's needs and also liaises with outside agencies. The child's name is added to the SEND list.

### **STAFF LIST**

An updated staff list can be obtained from the school office.

### **STAFF MEETINGS**

Staff meetings are held throughout the term, on Wednesdays from 3.30pm – 5.30pm. Practitioners can only claim overtime for training and staff meetings when given prior permission from the Headteacher.

### **STAFF ROOM**

The staff room is extensively used by staff from across the centre, so please leave it tidy. There are lockers for storing small personal items and keys can be obtained from the front office

### **STOCK CONTROL**

Some items are kept in the school office and some in the cupboards in Dragonflies and Bumblebees. Please notify the administration team if you notice that stocks are low.

### **STUDENTS ON WORK EXPERIENCE/TRAINEE TEACHERS**

There are often students on work experience and teacher training on site. Please help them in any way you can; we wish their stay with us to be enjoyable.

Please make sure you are aware of the student placement policy and guidelines – particularly if you are a room leader. Students are not counted in the ratios of work staff and should not be left alone with any child. They should not carry out first aid or personal care routines of children.

### **SUN SAFETY**

Please read, and sign to say you have read, the Sun Safety Policy.

### **SUPPLY STAFF**

- Please assist supply staff with regard to resources and any other aspect of their day, including children and their behaviour.

- Copies of plans, adult deployment timetables, SEND children and focus children are displayed in each learning area.

### SUSTAINABILITY

- Sustainability is central to all we do – it involves a commitment to care – care for oneself, each other, and the environment both immediate and the wider world. Our commitment is evidenced in our ethos, mission statement and the centrality of our Equalities and Sustainability documents and practise.  
**Parents and children are equal partners in what we do and how we do it.**
- The whole centre actively promotes sustainability through the Eco-centre initiative, 8 doorways and RRSA. Silver Eco status has been awarded
- A centre travel plan aims to increase awareness and take up of healthy lifestyles for all families and staff
- All staff should actively seek to uphold initiatives across the centre and engage children and families in them.
- Sustainability training is part of the regular staff training programme and is the responsibility of all staff
- Sustainability policy and action plans are contained in the SINGLE EQUALITIES.

### TELEPHONE CALLS

- Staff are asked to keep incoming calls to a minimum.
- Staff should only receive calls during lunch times and before or after sessions, except in an emergency.
- Charges are payable for any calls made, the money should be paid to the Business Manager.

### TRAINING

- All staff will have the opportunity to attend various courses throughout the year.
- Training needs are identified at the performance review.
- Please discuss any course with the Headteacher before booking. Please refer to our CPD policy

### TRANSITIONS

- Supported transitions are vital for emotional well-being, central for positive personal development. Please read and sign to say you have read the transitions and settling policy and welcome letter and the home school agreement for nursery families.
- The key person role is central to the formation of strong caring relationships on which learning for young children depends. Every child and family has a key person from the start of their time at the centre and major importance is attached to induction. Please speak to head teacher or class teacher for more information.

### TRAVEL CLAIMS

Please see the section on cars – use and insurance.

### TRAVEL PLAN

We aim to raise awareness amongst all centre users of the benefits of reducing use of cars in and exposure to car fumes for their health, safety and independence and to raise awareness of travel choice and the benefits of encouraging more sustainable travel to school and elsewhere in our lives

### TOUCHING AND HANDLING

This is included in the Safeguarding Policy in the document safer working practises and in our Supporting Behaviour Policy. Please read and sign to say you have read these two policies

### VISITORS

- All visitors should report to the school office, sign the visitors book and obtain a badge. Any unexpected visitors should be 'challenged' by the member of staff who sees them first by asking 'May I help you?' All visitors should be asked to read the health and safety leaflet (situated by the signing in book) before leaving the main reception area. This outlines what to do if they are concerned about child or in the case of fire or another emergency.



- When visitors are ready to leave they should be reminded to sign out and return their visitors badge.
- If a member of staff plans for a visitor to come to the school, they should inform the Headteacher prior to the visit.
- All staff will be informed if any circumstances prevail which prevent a child being taken out of school by a particular person.

## **APPENDICES**

Equalities mind map

Health and Safety at work leaflet

Safeguarding guidance and mind map

Health and Safety Policy

Code of Conduct

Accessibility Plan

Keeping children Safe mind map

Checklist- page 18 - please print out a copy and return it to the Head Teacher when you have read and signed the policies listed

Annually suitability to work with children and annual disqualification by association

### Checklist of Policies/Documents updated July 2022

(A signed copy of this should be given to the office by October 31<sup>st</sup>)

All of these policies are available on the website

<u>Policy</u>	<u>Date</u>	<u>Signed</u>
Annual declaration of suitability to work with children and declaration by association		
Acceptable Use of Social Media		
Asthma		
Bring your own device - GDPR Compliant		
Child protection		
Child Protection - Developing safe working practises		
Complaints		
Confidentiality		
Critical Incident		
Data Protection		
Designated Safeguarding Lead Job Description		
Fire and Evacuation		
Food and Drink		
Keeping Children Safe in Education Part 1 and Annex A and C		
Health and safety – Organisation		
Health and Safety – Care of Children		
Information Sharing		
Intimate Care		
Nappy Changing		
Non-Collection of Child		
Online Safeguarding		
Physical Touch and Handling		
Prevent		
Safeguarding Children and Vulnerable Adults		
Settling In and Transitions		
Single Equalities		
SEN		
Staff Code of Conduct		
Staff Handbook		
Sun Smart		
Supporting behaviour including rough and tumble, anti-bullying		
Whistleblowing		
Safer food better business document		

I am aware of the policies file and where it is kept.

I am aware of the risk assessment file and how to carry them out.

I am aware of the safeguarding procedures.

I am aware of the lone working and working at height procedures.

I am aware of the information we share with parents and my duty to read every child's registration information and welcome leaflet for families.

I am aware of the centrality of sustainability across the setting and practice.

**Print Name:**

**Signed:**

## INDEX

- 3 Absences
- 4 Accidents and Incidents  
Admissions
- 5 Assessment  
Attendance/Collection  
Behaviour  
Bullying and Harassment of Staff  
Caretaking/Cleaning
- 6 Cleaning Protocols  
Cars – Use and Insurance  
Child Protection  
Class Lists  
Cloakroom Supplies  
Code of Conduct  
Coffee Money/Staff Fund  
Complaints/Grievances
- 7 Conditions of Service  
Contact with Parents/Carers  
Continuing Professional Development  
Critical Incidents  
Curriculum  
Data
- 8 Dishwasher Duties/Fridge Probe  
Dress Code  
ECO-schools  
Equalities  
Emergency Closure of School  
Emergency Contact Details
- 9 Fire Drills and Procedures  
First Aid/Changing  
Food and Drink Policy & Healthy Eating/Nutrition  
Governing Body and Committee Membership  
Head Lice
- 10 Health and Safety and Welfare Policy  
Health and Safety – Safety of Children
- 11 Health and Safety – Safety of staff  
Internet Use  
Jewellery/Shoes  
Key Persons
- 12 Leave of Absence  
Letters to Parents/Carers  
Lone Working  
Maternity Leave  
Medical Needs  
Medicines in School/Care Plans  
Mobile Phones

- Ordering Resources
- Outings
- Overtime
- Parents/Carers
  
- 13     Pastoral Care
- Performance Management/Appraisal
- Personal Property and Safety
- Petty Cash
- Policies
- Practitioner and Governor Code
  
- 14     Registers
- Resources
- Risk Assessments
- RRSA
- Security -             Electrical Resources
- Building
  
- 15     Session Times
- Smoking
- Special Needs
- Staff List
- Staff Meetings
- Staff Room
- Stock Control
- Students/Trainee Teachers
- Sun Safety
  
- 16     Supply Staff
- Sustainability
- Telephone Calls
- Term Dates and Inset Days
- Training
- Travel Claims
  
- 18     Visitors
- Checklist of Policies: please complete and give a signed copy to the pedagogical leader by the end of the first half term of your appointment