

CHRIST CHURCH NURSERY

**The Annexe
Ingles Way
Coolinge Road
Folkestone
Kent
CT20 1ER**

Telephone: 01303 244055



EMPLOYMENT POLICIES AND PROCEDURES

Christ Church Nursery

Company Number: 3869375

Registered Address: The Annexe, Ingles Way, Coolinge Road, Folkestone, Kent CT20 1ER

Email: christchurch20@btconnect.com

Website: christchurchnursery.co.uk



Christ Church Nursery

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Christ Church Nursery

BAD WEATHER POLICY

During adverse weather conditions a good attempt must be made by all staff to arrive at the Nursery premises. If the Director is able to arrive at the premises, then all staff will be expected to arrive for their shift. Any member of staff who does not arrive for work, will not be paid for the duration of their absence.

If the Nursery is not adequately staffed, or bad weather commences during opening hours, every attempt will be made for the provision to close and attending staff will receive full pay for contracted hours. As the number of children deplete, staff will be sent home in order of priority and this decision will be made by the most senior member of staff present. A message will be put onto the Family app by the newsfeed stating that we are closed and then another one will be placed informing the parents that we have re opened.

If the provision is unable to open from the beginning of the day, then the following procedure will be followed:

- The Director will make contact to all staff by Family to inform them that the provision will be closed.
- Parents will be advised via Family that the setting is closed and to check regularly for further updates.

In the absence of the Manager, either for sickness, shift pattern, holiday or any other eventuality, the responsibility will be given to the most senior adult on the premises at the time.

Date Adopted: 24/06/2024

Review Date: 24/6/2025

Signed By: Jill Leigh

Print Name: Jill Leigh



Christ Church Nursery

COMPUTERS AND ELECTRONIC COMMUNICATIONS

Procedures

E-mail and Internet Use

Internet and E-mail access is strictly forbidden by any member of staff other than when support is needed for planning or for the environment and the management team have the right to check the history on the google search on each tablet. This is due to the nature of the business. All staff members can use the internet for accessing the programme FAMLY for the purpose of doing their key person role fully

Personal Blogs

You are free to set up personal weblogs or “blogs” on the internet, provided they do not breach the law or disclose any of the company’s confidential information, breach copyright, defame the company or it’s suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

Social Networking websites

The company respects employees have a right to a private life. However, the company must also ensure that confidentiality and it’s reputation are protected. It therefore requires that if members of staff use social networking websites to:

- refrain from identifying yourself as working for the setting
- ensure you do not conduct yourself in a way that is detrimental to the setting; and
- take care not to allow interaction on these websites to damage working relationships between members of staff and service users of the setting.

Telephone Use

The company provides its employees with access to the telephone for work-related purposes. It is the policy of the company that mobile telephones are not to be used during working hours and must be locked away in a secure place at the start of the staff’s working session. However, if there is an urgent personal call that you need to make, then staff will be able to use the settings telephone or use their personal mobile, but this must be put back into the locker straight away, provided that this does not interfere with their work, nor take up an unreasonable amount of time. Staff will need permission from the Director or the most senior member of staff on duty.

Parents must not enter the setting whilst on the phone and all mobile phones should be out of sight whilst in the building.

Smart watches are not to be worn by the staff in the nursery while children are on the premises.

Cameras

It is the policy of the company that personal cameras are not to be used in the setting. If photographic evidence is needed to aid children’s learning and development, then only the settings camera or tablet cameras can be used.

Monitoring

The company reserves the right, but not duty, to monitor any and all aspects of its electronic resources. This includes data, email and electronic storage systems. The company also reserves the right for business and security purposes to audit and monitor information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. The company also reserves the right to retrieve the contents of any employee communication in these systems.

Failure to comply with any of the above procedures is a serious matter and will be dealt with in accordance with the Company’s disciplinary procedure.

Date Adopted: 24/6/2024

Review Date: 24/06/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

LEAVE OF ABSENCE

Compassionate leave

Subject to staff's statutory right to time off to deal with a family emergency (see the policy on Time Off for Dependants), if a member of staff suffers a bereavement, breakdown of a close personal relationship or serious illness in their family or in a close relationship, request for compassionate leave will be considered on an individual basis and where agreed will be authorized by the Director or the most senior member of the Management Team on site.

Authorisation for paid compassionate leave will be entirely at the Director's discretion but will normally apply to the bereavement of a member of staff's spouse, partner (providing they are living together at the same address), parents, children or siblings. If paid compassionate leave is authorised, the member of staff will be paid at their normal daily rate of pay and up to two days paid leave will be granted.

There is no contractual or statutory entitlement to be paid for absences relating to compassionate leave. Any payment of salary during compassionate leave is made at the absolute discretion of the Director.

Medical appointments

Appointments with doctors, dentists and other medical practitioners should, as far as reasonably practical, be made outside of normal hours of work or with the minimum disruption to the working day (i.e. made at the beginning or end of the working day).

Time off work to attend medical appointments must be authorized by the Director or the most senior member of the Management Team on site in advance. Subject to complying with the relevant provisions as to the notice set out in the contract of employment and to the requirements of the Company's business, Employees have no contractual or statutory right to be paid for absences relating to attendance at medical appointments. **Staff will be required to provide a copy of any correspondence to support their request for time off work.**

Religious holidays

Subject to complying with the relevant provisions as to the notice set out in staff's contract of employment and to the requirements of the Company's business, Staff will be required to take unpaid leave to observe special religious holidays.

Jury service and other public duties

Should staff be called up for Jury service, or required to attend Court to give evidence as a witness, they must notify the Director or the most senior member of the Management Team on site as soon as reasonably practical. Time off work will normally be granted in these circumstances. Staff will be required to provide a copy of the court summons to support their request for time off work.

Staff have no contractual or statutory right to be paid for time not worked due to Jury service or other related public duties. Staff must therefore submit a claim to the court for loss of earnings and claim the full allowance available to them.

If on any day on which a member of staff attends court and told that their services are not required, they must then return to work.

Date Adopted: 24/06/2024

Review Date: 24/06/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

ORDERING POLICY

Activities and Resources

It is the responsibility of Nursery staff to ensure that any resources required for their planned activities are affordable, they can purchase the resources themselves and reimbursement of any costs will be made. Purchases over £10.00 in value must be authorised by the Team Leader before purchasing.

The director will place an order every term to stock up essentials like paint, glue, paper etc. If practitioners notice other equipment like cars etc then they must let the director know.

One bag of sand will be ordered per week

Second-hand items can only be accepted if they have a kite mark or CE mark on them. This proves they are safe for children to use and have been made to the British guild line of safety. They must also be checked by the director before they are placed in the setting for children to play with. There will be no battery supported toys in the nursery. The toys must have an educational value and must be in a good safe condition.

Date Adopted: 24/6/2024

Review Date 24/06/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

OVERTIME POLICY

Overtime is only payable when a member of staff has been asked to work extra hours or when they are covering another member of staff's hours that are additional to their normal working week and have been requested by the management team.

Overtime is **NOT** payable for extra hours worked, which are to cover work that should be completed within your normal hours, for example, catching up on prep, observations on FAMILY etc.

In the case of the Management Team, overtime is only payable in the following cases:

1. If you are given additional work which is above your normal duties;
2. In the case of any emergency, i.e., at hospital with a child or weekend call out;

All contracted staff are requested to attend main functions, (i.e., Children's Christmas Party). All staff must attend meetings/training sessions for which overtime will only be payable at the Director's discretion, as these are contractible.

Overtime will be paid at the employees' normal hourly rate until they have worked 35 hours per week. From the 36th hour overtime will be paid at time and a half

There will always be exceptions to the rule and if you are unsure whether you will be able to claim for overtime, you should check with the Director first.

Date Adopted: 23/03/2023

Review Date: 25/3/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

PENSION SCHEME

Workplace pension's law has changed, which means we need to enrol you into a workplace pension scheme that meets new legal standards. Depending on how much you earn, we will enroll you either automatically or because you opted in.

We've chosen NEST as our workplace pension scheme to meet our employer duties and help you put money aside for your retirement.

If you'd like to know more about NEST you can visit their website at www.nestpensions.org.uk or search online for NEST pensions.

We'll make employer contributions into your retirement pot and you'll pay member contributions.

If you're eligible you'll also get extra money from the government through tax relief. At the moment, basic rate tax relief is 20 per cent. This means you'll only need to pay 80p in every pound and NEST will claim another 20p from the government.

We calculate contributions based on your base salary, we'll pay 3 per cent of your base salary per month, you'll pay 5% of your base salary per month; your contributions will be deducted from your base salary.

Opting out

If you decide that you don't want to put money aside for your retirement just yet, you have the right to opt out. You must do this within the opt-out period, which is normally one month from the date your enrolment begins.

You will receive a letter about the pension scheme from the Director following commencement of your employment with the company. If you have any further questions following receipt of this letter about contributions or your enrolment, please contact Jill Leigh.

Date Adopted: 23/03/2023

Review Date: 25/3/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

PERSONAL RELATIONSHIPS AT WORK

The Company recognises that employees who work together may form personal friendships and in some cases, close personal relationships. The Company must ensure that employees continue to behave in an appropriate, professional and responsible manner at work and that they continue to fulfill their job duties both diligently and effectively. The following rules apply to employees embarking on personal relationships at work, whether the relationship is with a fellow worker, a parent, or any other third party connected to the Company:

- Staff are prohibited from embarking on a close personal relationship with a parent of a child registered with the Company. This is deemed to be unethical and detrimental to the child's wellbeing and must be declared to the Director immediately. Failure to do so, will amount to gross misconduct and will result in dismissal.
- If a member of staff starts looking after a child registered with the Company outside of their normal working hours (e.g. babysitting), that member of staff must inform the Director as soon as possible. Failure to do so will amount to serious misconduct and may result in dismissal. If this relationship starts to affect the member of staff's performance or conduct at work, affects the wellbeing of the child or brings the Company's reputation into disrepute, this will become a disciplinary matter. A member of staff who starts looking after a child registered to the company must sign, along with the parents, a Conflict of Interest Declaration.
- Staff must not allow personal relationships to influence their performance or conduct at work.
- If a member of staff embarks on a personal relationship with another employee or a third party connected to the Company, this should be declared to the Director as soon as reasonably practicable.
- If a personal relationship (or the breakdown of a personal relationship) starts to affect a staff member's performance or conduct at work, then their line manager will speak to them with a view to their previous level of performance or conduct being restored. However, if their performance or conduct fails to improve, it reverts to a problem level or brings the Company's reputation into disrepute; the matter will be considered within the disciplinary procedure.

Date Adopted: 29/04/2023

Review Date: 29/04/2025

Signed By: J Leigh Print Name: Jill Leigh



Christ Church Nursery

PLANNING POLICY

Each Key Person is responsible for the individual planning of their Key children. Planning is usually done on a short term basis i.e daily or weekly and should follow the Principles of the EYFS. Planning should always follow the same pattern – observe, analyse, and use what has been found out about each Key child so that the Key Person can plan the next steps in their learning and development.

Long Terms plans

A theme is chosen at the beginning of each term at the first team meeting and a brainstorm by all practitioners is held and ideas are recorded on a spider chart and displayed in the nursery room and staff room. Staff can use these to enhance their planning.

Evaluating the current day's activities and planning for the following day/week should be done during the Team Planning Meeting, held at non-contact time between 3.45pm – 4pm on Mondays, Wednesdays, and Fridays. Each Key Person should contribute to the overall planning for their key children taking into consideration the needs of their Key children. The Daily Planning Sheets should be filled out as much as possible, the evening before and the rest filled out during the following day, depending on what the children are interested in during the day. At the end of the day each Key Person must evaluate and reflect on their Key children, the various resources and activities, in order to help them with the planning for the next day. When listing an activity to go out it must be linked to at least one child and the child's initials should then be linked to whether it is a TP, PP, CC, AI, CI and then linked to the development codes of the EYFS

Preparation for the day's activities, including all the resources required throughout the day, must be done during the staff member's time at 8.30am, which means that vital childcare time is not lost when the children are in attendance.

Any resources required that are not already on the premises, must be purchased by the adult and a refund will be issued on production of a receipt. Resources costing more than £10.00 must be authorised by the Director before purchase.

Date Adopted: 23/04/2023

Review Date: 29/04/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

SICKNESS ABSENCE

Should a member of staff be unable to attend work due to illness or injury, they must comply with the following sickness absence reporting procedure:

1. On the first morning of sickness/absence, staff must contact the setting a minimum of one hour prior to their normal start time. They should give details of the nature of their illness and if the illness is of a minor nature, should indicate when they believe they will be fit to return to work. Staff must inform the Director or Office Manager/most senior member of staff on the premises, as soon as possible, of any change in the date of the anticipated return to work. If a message is left on the answer machine, the Office Manager will return the call to establish the facts.
2. For an absence of seven consecutive calendar days or less, staff are required to telephone on a daily basis, no later than 3.00pm to advise whether they are fit to return to work. A self-certification of sickness/absence form must be completed immediately on their return to work. It is a serious disciplinary offence to provide false information on a self-certification form.
3. Should the sickness absence be for a period of more than seven calendar days, staff are required as an absolute minimum to contact the Director or Office Manager on a weekly basis in order to provide an update on their illness or injury. A Doctor's certificate must also be obtained. A new Doctor's certificate must be submitted to the Director once the current certificate has expired, no later than the end of the calendar week, according to which the certificate applies. A member of staff is not allowed to return to work until the return date shown on the doctor's certificate, unless a Fit for Work Certificate is issued.
4. Members of staff should have certificates (either self-certification of sickness, absence forms or Doctor's certificates) to cover the entire period of their sickness absence.
5. If the absence is for 1 week or more, the Director will require staff to attend a "back to work" interview on their return to work, to discuss the reasons for their absence and, whether it was work-related. If the staff member has more than 3 odd days off in the course of 2 months, or if there is a pattern forming on odd days off, for instance, every Friday, then this will trigger a back to work interview to investigate the findings and inform the staff member that this is being monitored, in the hope that this will reduce the absence leave.
6. Persistent short-term sickness/absence will be tracked and investigated. A personal absence leaves higher than 5% will trigger a more formal discussion. In the absence of any underlying medical condition or other reasonable excuse, a disciplinary matter will be dealt with in accordance with the Company's disciplinary procedure.
7. For long-term sickness absence, the Director may request to visit the member of staff at home.
8. For long-term sickness/absence or frequent periods of sickness absence, the Company may request a medical report from a doctor selected by the Company, to undergo a medical examination. The cost of any such report or examination will be met by the Company and the members of staff will be required to co-operate in the obtaining and disclosure of all results and reports to the Company. The Company will only request staff to undergo a medical examination where it is reasonable to do so and where a member of staff has given consent to the report in writing. A back to work interview will take place on return.
9. For frequent periods of sickness/absence, the Company may request a member of staff to produce a Doctor's certificate. The cost of such a certificate will be met by the member of staff.
10. The Company reserves the right to withhold sick pay in circumstances where the certification procedure described above has not been followed or where there is sufficient reason to doubt the validity of a sickness/absence claim.
11. On being fit to return to work, staff must contact the Director, Deputy Manager or Office Manager and let them know as far in advance as possible of the proposed date of return.

Date Adopted: 25/5/2023

Review Date: 25/5/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

STAFF TRAINING POLICY

We ensure all our staff are qualified and receive regular training.

Aim

To ensure that all children and parents are offered high quality nursery care and education by qualified and fully trained members of staff.

Methods

- Our Management Team are all qualified to Foundation Degree level or above. Our Nursery Practitioners with key person responsibility and contracted hours hold the NVQ Level 3 in Childcare and Education or an equivalent qualification or are working towards it.
- We provide regular in-house training, both internally and through various outside agencies.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. Other policies and procedures are introduced during the induction programme.
- We support staff by holding regular supervisions and discussion meetings when necessary.

Procedures

- If a course finishes before the staff's stated contract hours, then they will be expected to return to their place of employment, unless alternative arrangements are made by the Director.
- If a member of staff leaves the employment of the company within six months of receiving training, the Director has the right to deduct the full cost of the training from the member of staff's final salary.
- Any member of staff attending a recognised qualification on a regular basis, for example NVQ, Foundation Degree or B.A Hons will not be paid a daily salary to attend the course during their notice period, or probation period.
- Any full time member of staff who attends recognised training for example NVQ, Foundation Degree or BA Hons will have the option to attend these courses during working hours with pay, with the understanding that they are committed to staying with Christchurch Nursery School Folkestone Ltd for the amount of years that the wages have been paid for, (e.g. course attended for one year, one year's worth of wages to be paid back if the member of staff leaves within one year etc.) or they can choose to go on the course unpaid on these days.
- Mandatory in-house training dates are booked 1 year in advance, all staff are responsible for noting the dates in their diaries. If a staff member fails to attend one of these mandatory training days, or decides to book the day/s off if it is outside of term time, they are then responsible for gaining and paying for the training course themselves, and they will not be paid for any day/s taken off to attend the training.

Date Adopted: 25/5/2023

Review Date: 25/5/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

STAFF CHILDCARE

The company does not allow staff members children to attend the setting. This have proven difficult for the parent and child in the past. The company believes that the child does not flourish as well and is not school ready as he/she has never left the parent in an educational setting. We also believe that the parent, staff member can not achieve a high and conflicting managing of their child while they are in the setting.

Children of team members must attend another setting.

Date Adopted: 25/5/2023

Review Date: 25/5/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

STAFF CODE OF CONDUCT

Staff Performance

The Company expects all employees to behave in a professional manner at all times whilst working on the Company's premises, elsewhere on Company business and whilst in company uniform off the premises.

- Staff are expected to keep the children's needs and welfare at the centre of everything they do.
- Staff are expected to be good role models to the children, their parents and each other.
- Staff should communicate effectively and involve parents wherever possible ensuring they maintain a professional distance from parents whilst working closely in partnership with them.
- Staff must be aware of where the children are and deploy themselves effectively.
- Staff are expected to value, respect and communicate openly with each other. Non-contact time should be used to reflect on practice, including planning for individual children, reviewing the environment and resources or discussing children who have additional needs. There is always something to be done in the Nursery.
- Qualified childcare staff must supervise the children at all times and ensure that students, volunteers and unqualified staff are not left on their own to supervise children. Long term students can be left for short periods of time but must have a DBS check in place
- Childcare staff should be with the children at all times, even when staff ratio's are higher than those set by the statutory requirements, unless prior authorization is obtained from the most senior member of staff on duty.
- Lone workers should take reasonable steps to safeguard themselves. When staff are working with the children they should carry a walkie talkie at all times in order to communicate with each other. When staff are working alone on the premises they should carry their own mobile phone, in case of an emergency.

Dress and Appearance

The Company's policy is to portray a professional image to its clients and customers. All employees are required to be neat, clean, well-groomed and presentable whilst at work, whether working on the Company's premises or elsewhere on Company business.

- All staff working with the children must wear the Company uniform. The uniform consists of a nursery "Hoody", Fleece, or T-shirt during term time; wet weather suits are also available. New staff will be given a set of nursery uniform at the start of their employment and new items every consecutive September. This will be on an understanding that when staff leave, they return all the items clean.
- Hair that is shoulder length or longer must be tied up in a bun or ponytail to prevent the spread of head lice.
- Shoes/sandals must be flat with a heel of no more than 1 inch. Sandals can be open toed but must be secured on the foot by a firm wide strap and secured around the heel.
- Jeans are acceptable providing they are tidy and neat. Shorts may be worn but only if they are an acceptable length, (approximately half way between the knee and thigh when sitting), the same applies to skirts which must not rise up too high when sitting or bending.
- Jewellery must be small and minimal and earrings should be studs or small sleepers (sleepers are worn at your own risk).
- Nails must be clean and short; this includes acrylic nails which must be kept to a reasonable and appropriate length.

Snacks and Refreshments

- Staff are allowed to consume refreshments at snack time and lunch time, however all adults must sit with the children whilst eating. All refreshments must be similar to that, which the children are consuming, i.e. water, milk, piece of fruit at snack time and sandwiches at lunch.
- Hot drinks should only be consumed during the staff's designated breaks and must never be consumed around the children.
- No chewing gum during working hours.



Christ Church Nursery

Security and Safety

- All staff must record their time of arrival and departure on the FAMILY app
- Staff must store all their personal possessions in the locker allocated to them on commencement of their employment, situated in the staff room. All mobile phones should be locked away.
- Staff must ask all visitors to the setting to go to the office to sign themselves in and out of the visitor's book. Visitors to the Nursery must wear a Visitor's badge at all times or their own id badge.
- Staff will be expected to display a photograph on the welcome board.

Timekeeping

- All employees are expected to report for work punctually and to observe the normal hours of work laid down in their contract of employment. Failure to report for work on time is detrimental to the efficient running of the nursery and imposes an unnecessary burden on colleagues. If staff are going to be late for work, they must contact the office by telephone as soon as reasonably practicable.
- If it becomes necessary for staff to leave work before their normal finishing time or to take time off work during normal working hours (even in circumstances of a family emergency), prior authorization must be obtained from the most senior member of staff on duty.
- Your line manager will monitor your timekeeping on an ongoing basis. Such monitoring will include visual observation and/or times recorded on the Staff Register.
- Staff have no contractual or statutory right to be paid for time not worked due to lateness or absence. Any payments made by the Company in such circumstances are done so in its absolute discretion.

Bullying and Harassment

- The Company will take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. The Company will not condone any form of discrimination, harassment, bullying or intimidation. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation.

If you fail to comply with the above rules, this is a serious matter and will be dealt with in accordance with the Company's disciplinary procedure.

Date Adopted: 25/5/2023

Review Date: 25/5/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

TIME OFF FOR DEPENDANTS

All employees are entitled to take a reasonable amount of time off during normal hours of work in order to deal with family emergencies. Staff have no contractual or statutory right to be paid for absences relating to family emergencies. Any payment of salary during time off is made at the absolute discretion of the Company.

The right to take time off enables staff to deal with an unexpected or sudden problem and make any necessary longer term arrangements:

- if a dependant falls ill or has been involved in an accident or assaulted
- when a member of staff's partner is having a baby
- to make longer-term care arrangements for a dependant who is ill or injured, or to deal with the death of a dependant i.e. making funeral arrangements etc
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant, for example, when a childminder fails to turn up
- to deal with an incident involving your child whilst they are at school.

For these purposes, a "dependant" is a spouse, partner, child or parent or someone who lives with the member of staff as part of their family. It does not include tenants, boarders or employees living in the family home. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the member of staff for assistance. This may be where the member of staff is the primary carer or the only person who can help in an emergency.

In the event of a family emergency occurring while staff are at work, they must immediately inform their line manager of the nature of the emergency and seek express permission from the most senior member of staff on duty to leave work early.

In the event of a family emergency occurring outside normal hours of work which will prevent staff from reporting to work at their normal start time, they must contact the manager in the office at the earliest possible opportunity and as close to the normal start time as possible. The member of staff should give details of the nature of the emergency, the reason for their absence and how long they expect to be absent from work. Where the emergency is ongoing, they must report to the Director, Office Administrator or the most senior member of staff on duty at that time on a daily basis, by no later than 4.00pm. They must update them on the reason for the ongoing absence and how long they expect it to continue. The member of staff must inform the Director, Office Administrator or the most senior member of staff on duty at that time as soon as possible of any change in the date of their anticipated return to work.

The Company envisages that the amount of leave taken will, in most cases, be one or two days at most. The leave to which you are entitled is enough to help you cope with the immediate crisis. Staff must actively seek alternative longer-term care arrangements for the care of a dependant within one day of the emergency occurring. Should it not be possible to make such arrangements, they must contact the Director or the most senior member of staff on duty and explain why further absence is required. Authorisation of such continued absence will be at the absolute discretion of the Director. The right to time off under these rules is intended to cover unforeseen family emergencies. If staff know in advance that they are going to need time off, then they should speak to the Director or the most senior member of staff on duty about the possibility of taking such time as part of their annual leave entitlement.

The Company reserves the right to ask staff to provide supporting evidence of the family emergency on their return to work. Staff must complete an Absence Form immediately on their return. It is a serious disciplinary offence to knowingly provide false information on an Absence Form or to dishonestly claim a right to time off to deal with a family emergency. Any offence will be dealt with in accordance with the Company's disciplinary procedure and, depending on the circumstances, could amount to gross misconduct rendering you liable to summary dismissal.

The Director shall be responsible for determining whether a particular incident or occurrence falls under the terms of these rules and whether a request for time off made by a member of staff relates to a genuine family emergency. Their decision shall be final.

Date Adopted: 25/5/2023

Review Date: 25/5/2025

Signed By: J Leigh

Print Name: Jill Leigh



Christ Church Nursery

WHISTLE BLOWING POLICY

We are committed to the highest standards of openness and professionalism at all times. We hold the welfare and safety of every child as our paramount objective and in line with this commitment, we encourage employees and others with genuine concerns to make disclosures about any person linked to the setting, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

Disclosure of Information

If you become aware of information which you reasonably believe tends to show one or more of the following matters is either happening now, took place in the past, or is likely to happen in the future, you must follow the setting's disclosure procedure set out below:

- A criminal offence
- A breach of a legal obligation
 - Is against a policy or procedure of the company
 - Falls below the standard of practice.
 - Amounts to improper conduct.
 - Contradicts company staff Code of Conduct.
 - Contributes to a safeguarding risk involving children in our care
 - Contradicts the Equality and Inclusion policy
- A miscarriage of justice.
- A danger of health and safety to an individual
- Damage to the environment
- Deliberate concealment of information tending to show any of the above

Disclosure Procedure

- If the information relates to a safeguarding issue, then the settings Safeguarding and Child Protection policy should be followed.
- Where you reasonably believe one or more of the circumstances listed above has occurred you should promptly disclose this information to your line manager so that any appropriate action can be taken. If you feel it is inappropriate to make such a disclosure to your line manager (i.e. it relates to your manager) you should approach the owner of the setting, Jill Harding.
- All disclosures will be treated seriously. The disclosure will be promptly investigated and as part of the process, you will be interviewed and asked to provide a written statement setting out the nature and details of your disclosure and the basis for it.
- We reserve the right to arrange for another manager to conduct the investigation other than the manager with whom you raised the matter.
- Once the investigation has been completed, you will be informed in writing of the outcome and the conclusions and decision as soon as possible.
- We are committed to taking appropriate action with respect to disclosures that are upheld.
- Once the conclusions have been finalised, any necessary action will be taken. This could include either reporting the matter to an appropriate external government or regulatory agency (i.e. Ofsted, HSE, Police) and/or taking internal disciplinary action against relevant members of staff. If no action is to be taken, the reasons for this will be explained.
- If, on conclusion of the above stages, you reasonably believe that appropriate action has not been taken you may report the matter to the proper authority in good faith (i.e Ofsted, HSE, Police).

Confidentiality

We will do our best to protect your identity when you raise a concern. However it must be appreciated that, in the interest of natural justice, any investigation process may reveal the source of the information and a statement by you will be required as part of the evidence.



Christ Church Nursery

Harassment/Victimisation

We will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith. You will not be victimised, subjected to a detriment or dismissed for raising a legitimate matter under this procedure.

Any employee who is involved in victimising employees who make a disclosure and/or takes any action to deter employees from disclosing information will be subject to disciplinary action which may result in dismissal.

Malicious or Vexatious Allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If you make a malicious or vexatious allegation, action may be taken against you in accordance with the Company disciplinary procedures which may result in dismissal.

Failure to Disclose

Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal.

Inappropriate Action

Any management employee who inappropriately deals with a disclosure (e.g failing to react appropriate by not taking action in a timely manner or disclosing confidential information) will be subject to disciplinary action which could lead to dismissal.

Anonymous Allegations

You are strongly advised to put your name to any disclosure. Concerns expressed anonymously are a lot less powerful. Anonymous disclosures will be considered and any action taken will be at our discretion and in conjunction with the relevant agencies where appropriate.

The Legal Framework

- Public Interest Disclosure Act 1988

Date Adopted: 25/5/2023

Review Date: 25/5/2025 Signed By: J Leigh

Print Name: Jill Leigh