

## **SEVENOAKS DAY NURSERY**

### **POLICY FOR STAFF**

#### **1. Holidays**

Staff are entitled to 28 days paid holiday each year including Bank Holidays. A holiday year runs from January 1st to December 31st. Staff joining part way through a year, and part time staff, will be entitled to holiday on a pro-rata basis.

Staff with 5 years service will be entitled to an additional 5 days paid holiday pro rata each year, rising to an additional 10 days paid holiday pro rata each year after 10 years of completed service. Holiday entitlement accrues from the first day of employment. Staff are required to take any Bank Holiday which falls on a day on which they usually work as paid holiday. All holiday must be taken by the end of January in the following year.

All holiday should be booked through the Manager, who will check the holiday chart for availability. Not more than 2 staff may be away at any one time and preferably not more than one from each room, in order to allow continuity of care for the children.

#### **2. Staff leaving employment**

If you have taken more holiday than you have already accrued, the Nursery retains the right to make the equivalent deduction from your final salary payment when you leave. This will be a deduction for each extra day of holiday taken, at your normal rate of pay.

Holiday accrued but not taken will be added to your final payment at your normal rate of pay.

#### **3. Management holiday cover**

In order to ensure sufficient managerial staff are present at the Nursery at all times:

- no Deputy Manager may take annual leave at the same time as the Manager takes annual leave; and
- no more than two Deputy Managers may take annual leave at the same time as each other

unless agreed by the Management Committee.

#### **4. Doctor/dental appointments**

These should be made as far as possible in your own time. Shifts may be changed with another staff member to maintain the required staff/child ratio.

#### **5. Making up lost time**

All hours missed or owed (including late arrival in the morning) should be clearly recorded on timesheets and made up at the Manager's discretion. They may be recorded by staff on the blackboard and may be paid back by working extra hours when needed.

#### **6. Hospital/outpatients appointments**

These may be taken as sick leave at the discretion of the Manager.

### 7. Compassionate leave

This may be granted at the Manager's discretion, who will consult with the Management Committee.

### 8. Unpaid leave

This may only be taken with permission from the Management Committee and only after all holiday entitlement has been used, except in relation to dependency leave and parental leave.

### 9. Extra hours worked

Will be paid at the normal hourly rate or may be written on the blackboard to be saved for emergencies if wished. Extra "saved" hours must be clearly written on timesheets or they will not be regarded as valid. The maximum number of hours which may be saved by each employee is the same as the number of hours usually worked in a week by that employee.

### 10. Staff Rota

Although the Staff Rota is fixed to ensure continuity for the children it must also be flexible to cover sickness and holidays. At the discretion of the Manager, who will take into account any problems it may cause, staff hours may be changed at short notice to ensure that the Nursery meets its legal obligations. The Nursery is open from 8 a.m. to 6 p.m. and these hours must be covered between the staff.

### 11. Staff children in Nursery

As a general rule, all children who are present in Nursery on any day must be booked in and paid for. It is the responsibility of each member of staff to ensure that they have appropriate childcare arrangements in place to cover their contractual working hours.

In exceptional circumstances, the Manager may allow the child of a member of staff to attend Nursery on a day on which they do not usually do so, provided that there is a space on that day. Examples of exceptional circumstances include:

- if a member of staff agrees at short notice to work on a different day to cover the sickness absence of another member of staff; or
- if there is an unforeseen problem with the usual childcare used by a member of staff which would mean that member of staff would otherwise not be able to work – for example, the child's usual carer is sick, and the Manager considers that it is necessary that the member of staff is not absent on that day.

In these circumstances staff will ordinarily be expected to pay the usual fees for their child on that day, although the Manager may agree to waive the fee if she considers it is necessary to do so.

School-aged children should not normally be present in Nursery except in exceptional circumstances agreed by the Manager, and provided that:

- there is no detrimental effect on the care and attention given to the Nursery children on that day; and
- there are sufficient staff in Nursery to comply with the relevant ratios.

## 12. Telephone calls

Telephone calls should be kept to a minimum and are at the discretion of the Manager during working hours. Anything other than emergency calls on the Nursery telephone should be paid for. Personal mobiles must be put away and never carried around with you. After gaining permission from the Manager, they may be kept where you can hear them if you are awaiting an emergency call and should only be used away from any children. Personal mobiles must **never** be used to take photographs of the children. This can only be done using Nursery cameras for Nursery purposes and must only be downloaded on the Nursery printer.

## 13. Smoking

The Nursery has a non-smoking policy throughout the building and grounds. Smoking during Nursery hours is not permitted except in your lunch hour. You may not smoke anywhere near the Nursery or in the entrance to the Community Centre. When returning to the Nursery after smoking you must:

- Remove your coat or cardigan and hang it well away from the children, or change your top.
- Wash your hands well.
- Drink some water or rinse your mouth.

## 14. Use of social media

Staff should be extremely careful when using social media. You should always remember that once content is shared online it is possible for it be circulated far wider than intended without consent or knowledge. You must be aware that, even as an individual, your comments and actions could be criticized and seen as bringing the Nursery into disrepute, especially if other users are aware of your role. You should be very careful not to share any personal details or information relating to the children or their families with children (past or present) or their parents/carers, and you should avoid making reference to the Nursery when using social media.

## 15. Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

## 16. Training policy

- It is recommended that up to date First Aid and Food Hygiene Certificates are held by all Nursery staff. The Manager will endeavour to book these on behalf of the

staff if necessary. Training may take place in other venues and outside of working hours.

- N.V.Q.'s may be completed or upgraded as part of Nursery work. This will be at the discretion of the Manager and only after the staff member has received a full contract. Funding for courses may be available at the discretion of the Management Committee and Trustees.
- Staff appraisals are held yearly. During these appraisals staff are given the opportunity to discuss the progress of their career and any training that they would like to be considered for.
- Ongoing training within the Nursery will take place during staff meetings.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery Trust

Held on (date)

Signed on behalf of the Trustees

Role of signatory (e.g. chairperson etc.)

---

---

---