



STAFF RULES POLICY

Dress Code –

- Always dress for comfort and safety. Bending and stretching is a big part of your day and take into consideration that you are working with young children which equals little hands and feet that are everywhere!!!
- When working with babies remember that they are mainly on the floor around you and should therefore have a lighter type of shoe i.e. slippers for inside wear.
- For health and safety reasons sandals must have an ankle strap.

- You should always wear your tabard and your name badge along with a white top Plain Black jumpers/hoodie.
- Trousers/Leggings/joggers/shorts/knee length skirts should be black or grey.
- Joggers are allowed but must be plain and smart and *no ripped jeans*.

- Hair – Long hair should be tied back, and make-up kept to a minimum.

- Jewellery- no hoop earring's, limited rings, and bracelets.
- False nails- Must not be long or sharp. A nail brush will be provided to clean behind nails when washing hands.
False nails are at management's discretion

- Mobile Phones – **These should be kept in the office** with your personal belongings and switched off or put on silent. **NO MOBILE PHONES IN THE ROOMS**

You are not permitted to use these until you are on your breaks and only in office/staff cabins or outside of the nursery. No mobile phones to be taken on trips, if you need to be contacted whilst on an outing, please let management know and we will give you the nursery mobile number.

Please ensure that you do not have mobile phones in your coat pockets when going outside in the garden with the children.

- When coming into/leaving work or out on your break and you are wearing your name badge please remember you are representing the nursery, so we expect staff to behaviour in a sensible manner.

- No chewing gum during working hours



- Use age-appropriate language and speak correctly i.e., it's YES not YEAH.

We are required to promote Healthy Eating ,no “Unhealthy snacks” to be eaten in front of the children (managements discretion) management like to treat staff on the odd occasion.

Medication-

- Staff should inform management of any medication they are on
- staff then should fill out a medication form which will be kept in a file in the office in case of any emergencies.
- Medication MUST be kept in your bag or in the medication box (must be labelled)
- Please ensure you do not have anything in your pockets when in the garden.

Punctuality –

- You should arrive to nursery 5mins before shift starts, so you are ready to start work on time, you must sign in and out the fire evacuation book in the office every time you leave and enter the building along with breaks. This helps us keep to our staff to children ratio or to relieve staff that are covering a room and fire safety reasons.

If you think you are going to be late, please call to let us know so cover can be arranged until you arrive. *Please do not text/email/what's app message.

Shift change-

- If you need to do a different shift to one that has been allocated to you for that week then you are expected to ask the colleague to swap with you. Please remember to inform management so we can make a note of it.

Staff Meetings-

- All staff members are permitted to attend staff meetings and Parents Evenings. Having annual leave on this day is the only exception to not attend.
- If for any reason you cannot attend due to other circumstances, we ask that you speak to management in advance (not at 6.00 pm) to explain why you cannot attend.



Sickness-

- If you are on the "early shift" (6.30/6.45/7.00/7.30 am shift and you are unable to work you should phone or message to notify the person who is opening the nursery that day (this will be on the shift email) at 5.45/6.00 am on their personal contact number, so they can sort cover ASAP. Or please try to come in if you can and then go home once cover is in.
- All other shift patterns staff are expected to call in at 6.45am (nursery phone number 020 8397 2800) and speak to the person who is opening that day, DO NOT WHATS APP/TEXT/EMAIL.
- You must **CALL AT 3.00 PM THAT DAY TO NOTIFY MANAGEMENT IF YOU WILL BE IN THE FOLLOWING DAY. DO NOT EMAIL/WHATS APP OR TEXT/EMAIL**

(If staff continually break this rule, then management will consider disciplinary action).

- If you have sickness and Diarrhoea, then you cannot come into work for 48 hours after the last bout.

Staff are to keep management informed of their return by calling at 3.00 pm

- If staff are off for longer than 5 working days or have been signed off by their doctor you will be required to come in once a week or every other week to have a written recorded meeting with management (keeping in touch days and speaking about the steps you are taking to come back to work). This meeting will be organised through email by management.

Annual Leave-

- Please note holiday request forms need to be handed into the nursery manager/deputy only at least four weeks before the requested dates/day.
- If you need to change the dates once authorised, ten days' **notice must be given**, and a new form is required (request/s may not be successful and at managements discretion)
- If you need to swap a day with a colleague, then that is something the staff member must sort out for themselves.
- Days requested for funerals may not be honoured but at least five days' notice is to be given beforehand.
- *Please remember **Annual leave days are on a first come basis** please make sure you date your form.
- * **Only one person off from each room/2 in the whole nursery**



- *First day back after the Christmas break in January annual leave forms can be handed in for leave for that year.
- *Please inform loved ones/friends/family that you if they plan a "surprise trip" for you that they need to check with us first. Leave may not be honoured to you and maybe put down as unauthorised Absence

Priorities –

- Children are your main priority, and all attention should be concentrated on them and meeting their needs during the working day.
- Gossiping is not allowed and what you did last night is not interesting to the children.
- Personal issues should be left at the door and should not interfere with the children's day.
- When working if you need to leave the rooms, please limit the amount of time as necessary and always notify another member of staff to keep the ratios.
- Being under the influence of drugs or alcohol including being hung-over is not permitted and will be treated seriously (will result in disciplinary procedures).
- Treat other staff as you wish to be treated yourself, including showing respect to others. Moaning and being critical or abusive is really
- Destructive to the environment we are trying to create. This is especially serious when working with the children, as you are their positive role model.
- If you do have any grievances or comments, then constructively give them and communicate appropriately and at an appropriate time and place.

Training –

You are required to attend at least 3 training sessions a year and these there to help support and develop your knowledge and awareness, and develop the nursery as a whole. You are also required to provide feedback of courses to your team.

Handling information –

Any information given to you must be passed on to a senior member of staff.

You are solely responsible for knowing which of children have allergies/cultural/religious preferences. Familiarise yourself with the list on display and the children before you prepare anything that could be seen as a hazard i.e. giving out snacks, doing a cooking activity etc.