

Heart Preschool



A heart for Christ,  
Children & the Community

# Staff Handbook

Employers Name: \_\_\_\_\_

# REQUIREMENTS AND GUIDANCE

## 1. Contact details:

Heart Preschool C.I.C  
The Church at Rise Park  
Revelstoke Way  
Rise Park  
Nottingham  
NG5 5EB

Email: [heartpreschool@hotmail.com](mailto:heartpreschool@hotmail.com)

Phone: 07954826368 Landline: 0115 7468313

Manager and Director:

Angela Msumba: 07969262782 – Ring before 7.30am if you are ill.

Director:

Damascus Msumba- 07383998835

Deputy Manager:

Lisa Jones- 07756687296

## 2. Heart Preschool Opening Times:

Full Day – 9.00 – 2.00pm Monday to Friday

- Please arrive at 8.30am on a Monday and Tuesday to set up and start at 9am. From Wednesday start time is 8.45am. You will be required to support the setting up of Preschool at this time, fulfil health and safety checks, or attend briefing sessions.
- Staff must check the notice board each day in the office to get an overview of the week ahead. Briefing notes and reminders are on the staffroom noticeboard for you to check daily.
- The term events are in the Preschool diary. Any trips, courses, visits etc must be approved by the manager before going in the diary. Please allow two weeks' notice for these events.

- Staff holidays must be taken in the school holidays if you are wanting to book in term time this is to the managers discretion.
- Ensure you have a copy of Heart Preschool's **policies and procedures** and ensure you become familiar with them.
- Room Leaders will register children on the paper register and Managers will check this by 9.30am and enter the children onto the family online register at this time. This is a legal requirement and must be carried out as a priority.

### **3. Confidentiality**

- Please remember that at all times staff are ambassadors and role models for the Preschool. Staff need to remain confidential about Preschool matters. Do not discuss internal Preschool affairs or make reference to any Preschool matters on Facebook or other social networking sites.
- Personal mobile phones must be stored securely within the setting and not used during session times or around children. Lockers are provided.
- Personal mobile phones should not be used to take photographs or video recordings
- During group outings, personal mobiles can only be used to contact the Preschool or in the case of an emergency.
- In the case of productions parents and carers are permitted to take photographs of their own children and strongly advised not to post photographs on social networking sites.

### **4. Meal Times**

- Children have their own individual bottles of water or diluted cordial. Water is accessible throughout the day for children and staff.
- Hot drinks must not be drunk around children only in staff areas like the kitchen or staff room.
- At snack and lunch times staff must always wash their hands before serving food. Hand sanitizer is available to use during meal times.
- At lunch times staff eat with the children to be good role models to them at the table.
- Children are encouraged at this time to be independent and clear away also.
- Staff are to always use close supervision and ensure there is staff at each table to prevent any children exchanging food
- All staff have a duty to know which children have certain allergies or dietary requirements.
- All food must be cleared away from the floor and table to prevent any children picking up left over waste and promote good hygiene.
- Tables must always be wiped with antibacterial spray before and after use.

## 5. Behaviour policy

- No form of physical punishment should ever be used
- Our approach to managing behaviour must be fair and consistent
- Please reward positive behaviour with praise, stickers, certificates and rewards no matter how small. Children often respond to this much better.
- Our preschool behaviour policy is reviewed each year and all the children are aware of it. The children are included in developing this policy, so they can take ownership of it. We aim to get the very best out of children and understand the importance of listening to the views of children.

## 6. Staff code of conduct

- **Do not** have current parents on your personal Facebook or other social media sites to avoid any disputes or conflicts and to fall in line with the confidentiality policy of the setting. Parent and staff relationships are kept appropriate.
- **Dress code** – no jeans or leggings, No jewellery unless it's an engagement or wedding ring, long hair tied up.
- **Trainers** can now be worn if they are all black including the sole
- Black trousers and red uniform top must be worn.
- Management has agreed to black plain joggers if preferred to be worn.
- Comfy **all black** shoes, pumps, plimsols or trainers can be worn
- $\frac{3}{4}$  length black plain trousers or joggers can be worn in the summer months to keep cool.
- No nail varnish due to food handling policies and procedures. Nails must be kept short for health and safety reasons.
- Always keep mobile phones and valuables in staff room preferably in your allocated locker.
- **Do not** chew gum whilst in the presence of the children.
- **Any extra hours** you are asked to do please record them on the sign in sheet in the office.
- Always attend **5 minutes before** you are due to start your shift as you can prepare yourself and it shows professionalism. Please allow for parking also as often the car park can be full.
- Anything that you are not sure about, **ask the deputy or manager.**
- Please ensure you are always monitoring and recording the development of children to support their next steps.
- You must call the manager before 7.30am if you are unable to come in to work due to sickness and again after working hours (6pm onwards) to notify manager of how you are feeling and to provide a general update so preparations can be made in case cover is required. You are not paid for the first 3 consecutive days you are ill and on return to work you need to 'self-certify' – that is, you complete a form provided by your manager at Heart Preschool stating when you were off sick, and the nature of your illness. You must provide a sick note from the GP if you are off for more than 7 consecutive days.

- All staff will receive an induction to support you with your role and responsibilities. You will have termly supervisions/appraisals with the manager which will be informative and supportive.

## **7. Parking**

- Parking is limited at Heart Preschool so we recommend you use the free car park two minutes' walk away. Parents are also advised to do this. This will ensure children are kept safe with minimal through traffic outside the building.

## **8. Health and Safety**

- Please ensure you are never left alone with the children and there is always another member of staff close by. This protects you and the children in our care at Heart Preschool.
- Always carry a walkie talkie to communicate throughout the session when you are in different locations.
- You must never dismiss children at the end of the session to an adult that is not the child's parent, carer or has not got the relevant permissions. If a parent cannot collect their child they must notify management as soon as possible. If the member of staff has not seen the adult before a password system can be used to ensure the right adult comes to collect their child.
- Only management will dismiss at the door unless you have authorisation too.
- Siblings can collect from the setting if they are 16 years of age or over. Parents/carers must notify the setting staff before hand.
- All children are asked to sit on the carpet at home time and wait for their name to be called out to go home. If parents or carers need to speak to a member of staff at the end of the day they are encouraged to wait till all the children have been dismissed accordingly.
- If any child has an accident whilst in your care you must report this to management verbally as soon as possible and the room leader or management will complete an accident form and get the parent or carer to sign it at the end of the day or acknowledge an electronic copy via family. If they have had a bump on the head a "bump note" must be sent home also.
- Termly reviews are undertaken by the manager or deputy manager to review all accidents and incidents at heart preschool.
- If first aid should be administered, you must wear gloves at all times. First aid boxes are positioned in the children's play areas both outside (wellie shed)

and inside also in the children's preschool bathroom, kitchen and staffroom. Always record when you have administered (first aiders only) any type of medicines in the log book and notify management if you have noticed a pre existing injury immediately.

- Medication is only administered if it has been prescribed if not parents are asked to come in to give it to the child if it is necessary. All medicines are kept in a locked cabinet in the office/staffroom or in the fridge. In the event of needing to administer medication such as periton this will be in line with parental consent and management authorisation.
- If you, yourself are taking medicine which could impair your ability to work with children you must notify the deputy/manager of Heart Preschool. Staff medicine must be kept in your locker. It must be out of reach of children.
- When changing a child's nappy always wear gloves and keep the bathroom door open. Dispose of the nappy appropriately in the bin provided. The nappy changing mat needs to be sprayed down after each change with anti-bacterial spray.
- If a child has a toileting accident you must encourage the child to independently change as best as they can, offering support where appropriate. Spare clothes are kept in the children's bags if they are toilet training if not Heart Preschool provide spare clothes the children can wear for the rest of the day and take home. Parents are encouraged to wash them and bring them back but it's not an issue if they do not come back.
- Fire drills are carried out on a regular basis. If the whistle/alarm sounds you encourage the children to line up quickly, quietly and sensibly at the nearest fire exit and assemble outside. The manager (deputy if manager is out) will pick up the register and check that everyone has vacated the building (e.g. toilets are checked). A head count is done at the outside garden exit then again at the assembly point. You must not return to the building until advised by the emergency services.
- If you have any concerns relating to safeguarding and child protection you must notify the manager or deputy as soon as possible. Do not question the child concerned in any circumstances. **Please see Heart Preschools Safeguarding policy and procedures for more information.**
- Cloakroom - make sure that clothing is labelled with child's name and that each child hangs their coat on a hook and not on the floor. All children's belongings must be taken home at the end of the week to keep hall way clear.

- Smoking – Heart Preschool is a smoke free zone at all times in all areas of the building inside and in the surrounding grounds.
- Alcohol and drugs are not to be consumed on site. You must not be under the influence of drugs or alcohol either when you have a duty and responsibility for caring to children and young people. Disciplinary procedures will be carried out in this instance.
- Please ensure you have read all written records of Heart Preschool risk assessments including Manual handling, use of cleaning equipment and noise control.

Please sign to say you have read and received Heart Preschool handbook:

Name (Print).....

Signature .....

Date .....

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