



A heart for Christ,
Children & the Community

Staff Handbook

Staff 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

Phone: 07954826368

Manager and Director:

Angela Msumba: 07969262782 – Ring before 7.15am if you are ill.

Director:

Damascus Msumba - 07411753190

2. Heart Preschool Opening Times:

Full Day – 7.45am to 5.30pm (or 4.00pm on a Thursday and Friday)

Morning session – 9.15am to 12.15 noon

Afternoon session – 12.45pm to 3.45pm

After School Club – 3.45pm to 5.30pm

(Monday to Wednesday only)

Local School Children:

After School Club - 3pm to 5.30pm (Monday to Wednesday)
or till 4pm on a Thursday and Friday.

- Please arrive **at 9am prompt** for the start of the preschool session.
- Staff meet for a prayer meeting each half term before the main staff meeting for about 15 minutes this is optional. Agendas are emailed out before hand and minutes to meetings are kept in the staff communication book for staff reference.

- 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.
- Children will self-register at the start of the day when they arrive. This must be checked and monitored by a level 3 practitioner, deputy or manager on the day. 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.
- We recommend strongly you do not have parents or carers as personal friends on social media e.g. facebook to protect you and ensure confidentiality is not breached in any way.
- **Whistle Blowing** – Heart Preschool encourages a free and open culture in dealings between its managers, employees and all people with whom it engages in business and legal relations. We recognise that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with and the organisation's success ensured.
- We work with Morton Michael as our public liability insurers and use their model Whistle blowing policy to guide and support us with best practice when whistle blowing procedure need to be carried out. Please refer to the red staff folder of policies and procedures. It is designed to provide guidance to all those who work with or within Heart Preschool who may from time to time feel that they need to raise certain issues relating to the organisation with someone in confidence.

- Workers who in the public interest raise genuine concerns under this policy will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns.

4. Meal Times

- **The children are encouraged to use their independence and self-help skills around the meal table.** Meal times will help them re fuel and concentrate on their learning and play. They can access this any time in the morning session or afternoon session. 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 lunch times staff will need to check if they are down to supervise at lunch time to ensure staff to child ratios are met.
- Staff supervising lunch will get their 30-minute break at the start of the afternoon session.
- Staff that are on after school club will support each other with preparing, serving and clearing away meals. Children are encouraged at this time to be independent and clear away also.

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.
- **Only in extreme cases** do we use time out (self-reflection) and then this will last the number of minutes for every year the child is. (Two years = 2 minutes)
- 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

- **Dress code** – no jeans or leggings, keep jewellery to a minimum, long hair tied up, no trainers, black trousers and red uniform top must be worn.
- **Please keep nails short and do not use nail varnish-** we prepare food daily and must consider all aspects of health and safety at all times
- Always keep **mobile phones** and valuables **in staff room** preferably in your allocated locker.
- **Do not eat** your own snacks or chew gum whilst in the presence of the children.
- **Any extra hours** you are asked to do please record them on an additional hours form.

- Always attend **15 minutes before** you are due to start working with the children as this shows professionalism.
- 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 7.15am 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.
- You must never dismiss children at the end of the session to an adult that is not the child's parent, carer or has got the relevant permissions. If a parent cannot collect their child they must notify a member of staff as soon as possible. This is logged by the staff member in the messages book. 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.
- Siblings can collect from the setting if they are 16 years of age or over. Parents/carers must notify the setting staff before hand.
- The main glass door must not be opened until the respective adult is in the foyer waiting to collect their child. The door must be closed after each child has been dismissed to prevent adults coming in or children going out. 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.

- At the start of a Preschool session (9.15am and 12.45pm) parents are encouraged to stay with their children to support and encourage them to hang their coats and bags up, put lunch boxes on the red trolley, self-register by finding their photograph, name card or write their name and place it on the wall. Speak to staff members about anything important they need to pass on. This will take approximately 5 minutes ready to start the day. (Music will play to signify to the parents or carers it's time to say goodbye) A member of staff will stay on the door for the whole duration and ensure it is locked when all parents and carers have left.
- If any child has an accident whilst in your care you must complete an accident form and get the parent or carer to sign it at the end of the day. 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 and inside) also in the children's preschool bathroom, kitchen and staffroom. Always record when you have administered any type of medicines in the log book.
- 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.
- **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.

Under ss.2, 3 and 4 of the Health and Safety at Work, etc Act 1974, all employers have a general duty to ensure the health, safety and welfare of their employees. There is also a duty of care under the Management of Health and Safety at Work Regulations 1999.

- Staff must encourage visitors to sign the Visitors Record Book which is kept in the foyer at all times making note of their name, organisation, who they are visiting and car registration.
All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors must be given information about fire safety evacuation, safeguarding and child protection policies which they should read before entering the school. They should be given the names of the Designated Safeguarding

Leads and encouraged to report any incidents or concerns about the conduct of any adult on the church site.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the foyer to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

- When changing a child's nappy always wear gloves and keep the bathroom door open. Dispose of the nappy appropriately in the bin provided.
- 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 behind the garages opposite the building. 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).....Angela Msumba.....

Signature

Date

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

Name (Print).....

Signature

Date

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

Name (Print).....

Signature

Date

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

Name (Print).....

Signature

Date