



NOTTINGHAM NURSERY SCHOOL & TRAINING CENTRE

STAFF HANDBOOK

2022-23

School information

Address: Nottingham Nursery School & Training Centre
Denman Street West
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Nottingham
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Email contacts:

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Website: www.nottinghamnurseryschool.co.uk

Overview

We are open from 07.45am – 6.00pm for learning, development and care. Free entitlement hours during normal school terms are offered as standard from 8.45 – 11.45am and 12.30pm - 3.30pm for part-time children, and from 8.45am – 2.45pm for full-time children. The Nursery will be closed to children for 2 weeks at Christmas and for an additional 5 days of the school year (to be specified each year) for staff training. We admit children from 6 weeks old up until the end of their N2 year.

The Training Centre is separate to the school and provides a base for the Nottingham Schools Trust. Courses and meetings are held there, organised by the Trust. The space is not for general nursery use unless pre booked.

The Nursery belongs to the Central Learning Partnership, the Transform Teaching School Alliance and Nottingham Schools Trust. We have achieved the Learning Outside the Classroom Gold Award, the Healthy Schools award, 'Go4it' which is a national award for enterprising schools and the International Schools Award.

The Nursery is registered with OFSTED as a school and also for under 2 childcare. It will be inspected regularly for all the children. At our last inspections in May 2015 (childcare) and February 2019 (school) we were rated outstanding. The under two childcare was inspected December 2021 and rated good.

Alongside the Code of Conduct, please familiarise yourself with the information points below:

Personal Conduct

- Members of staff are expected to conduct themselves at all times in a professional, courteous, respectful, helpful, warm and consistent manner.
- Bullying, swearing, harassment, racist or sexist language will not be tolerated.
- Smoking, drugs and alcohol are not permitted on the premises or site.
- The school site is a no smoking area and staff should not stand in uniform just outside the gate while smoking.
- The school will make every effort to be flexible with staff and their family commitments and in return asks for loyalty, honesty and diligence from all staff.
- Disagreements between staff must never take place in the presence of children or parents or visitors.
- Staff must not talk to the press about the nursery or children who attend without prior consent of the head teacher.
- Staff are also cautioned about use of social network sites such as Facebook or twitter. Staff should not 'friend' parents of children currently or previously attending the nursery. Posting information which may cause offence or distress to the nursery, or staff working here, or which may bring the nursery into disrepute will result in disciplinary action being taken against staff who are found doing this.
- Money must not be kept in classrooms and no school monies are to be taken home by staff. Any money given to staff must be given to reception for collection and recording. Receipts attached to an order form are required for reclaiming petty cash, and should be pre-agreed with the head teacher.

Diversity and Equality

- Staff are expected to display both knowledge and understanding of multi-cultural issues and a commitment to treating all children and parents as individuals, and with equal concern and respect.

Timetabling & Routines

- Class based staff will meet at 8.30 am for briefing in room 2 on Mondays, Wednesdays and Fridays or over Teams. Tuesdays and Thursdays please meet your teaching team in your provision room.
- Staff must sign in and out on reception, and wear ID badges provided when in the Nursery.
- Doors to staff areas have electronic key fobs. Key fobs are issued to staff by John (site manager) and will cost £10 if lost. Each member of staff is issued with a locker key. There are only 2 keys and the head teacher has the spares. You will be charged for a replacement.
- There are no breaks during the session. If staff need to eat in the morning, please keep foods stored safely in your respective provision room. No nuts in case of allergies. Drinks can be taken from the water machine and staff who are covering 'Snack' on the rota may eat snack with the children. Lidded flasks/ water bottles only
- Staff computers, projectors and laptops should be switched off at night and laptops should not have things left on the keyboards
- Registers are legal documents and must be completed accurately and daily – by the adult not children! Registers must be completed on SIMS by 9am and 12.45pm, and saved promptly for the office staff to view in case of fire evacuations or emergencies.

Safeguarding

- All Staff and volunteers must be familiar with safeguarding protocols and procedures, follow them at all times and reports any concerns (however small) to the Designated Safeguarding Lead (Amanda Dawson) or one of the Assistant DSLs (Grace Garrett, Amanda Aram or DSP Justyna Sek).
- Staff must not use their personal phones in the setting. Mobile phones must be switched off and left in your locker while you are with the children. Personal items should be kept in your locker as loss or theft of them is not covered by Nursery insurance.
- Staff must maintain confidentiality at all times. Staff who have received a disclosure, or who have concerns or worries, must discuss it with a DSL or Assistant DSL, **not** other staff. Counselling will be arranged for any staff who receive a disclosure that affects them.
- Staff are advised to be aware of the difficulties that may happen if they babysit or become friends with parents of children at the nursery. Babysitting is not advisable while children are here as the boundaries with that child may well be different at home, and then confuse the child. Confidentiality breaches and bullying are common when staff babysit. Please see the code of conduct 10.7 should babysitting still go ahead.
- Staff are reminded of the whistle blowing policy and are required to report any behaviours of other staff to the head teacher, which may put children at risk, or staff at risk of being bullied in the workplace. If staff have any concerns about the head teacher, these should be reported to the chair of governors.
- Remember at all times to protect yourself of allegations of any kind. You are advised to call for help if restraint is necessary, but you have a “duty of care” responsibility to any child trying to harm themselves or others. Staff will be trained in physical intervention to enable safe handling of children.
- Visitors should be wearing visitor badges and should have signed in. Staff are expected to challenge anyone they do not know who is not wearing a visitor badge.

Health and Safety

- All staff should be aware of the emergency procedures. If the fire alarm sounds take the children to the fire assembly posts with group pictures on by the slide, and do a headcount checking with your register. Practices are at least three times a year morning and afternoon. Please be aware that the noise can be very stressful for the children so reassurance and calmness is key. Staff are expected to consult the emergency procedures policy and familiarise themselves with the different emergency procedures including lock-down and bomb-scare.
- Staff should do a visual check for health or safety risks in nursery areas and outside whenever children are present.
- Accidents must be reported immediately. Internal accident forms will need to be completed, signed by the parent on collection of child and filed with reception. Any accidents where parents, or an ambulance, are called to school must be recorded with the SBM or the head teacher as they have to be recorded electronically on a central system. Medical forms and children’s medicines etc. (labelled clearly with their name) are kept in room 1 kitchen. There are two storage boxes (one in the fridge) where all medication should be stored. Key members of education staff will be trained as Paediatric First Aiders. If you feel unable to deal with an accident, ask for help immediately. First Aid equipment is in each area. Parents should also be informed if their child is unwell.
- Hot drinks must not be taken with children present. In very cold weather, staff may have hot drinks in a lidded flask.
- All employees have a duty:
 - to take reasonable care for the health and safety of themselves, and others, while they are at work

- to co-operate with the employer, so far as is necessary, to ensure that the duties placed on an employer are complied with, and to report any health and safety hazard promptly
- not to interfere with, or misuse anything provided in the interest of health, safety and welfare
- to follow school and LA safety policies and guidelines.
- Home visits are not to be undertaken by staff members without a risk assessment being completed and signed off by the DSL and head teacher.
- Children must use a booster seat if travelling in staff cars and a booster seat is available in school. Staff must ensure they are insured to carry children in their car. Business use insurance is required, and often costs no more on your policy. If you take children in the car, there must be two adults. You must have the LA driver's permit to drive children in a minibus and no points on your licence.
- Red mops and buckets are for toilet areas, and blue for class and general areas. The snack area should have green cloths and mops for food use. Dusmo is provided for covering sick and other 'bodily spills' under each classroom low sink.
- Please do not "dump" broken furniture or equipment in store areas, ask site manager - John to repair or remove it.
- If toys or equipment are broken, please order a replacement using the Order Request form.
- Staff must complete all required forms and risk assessments prior to taking children offsite. Staff should use the online evolve system and **must** follow the off site visits guidelines for going anywhere outside the school gates. Risk assessments are essential. All off site visits must be approved by the head teacher. Visits will not be approved or allowed to go ahead if all the paperwork has not been completed at least 24 hours in advance.
- Forest Garden is a magical place. Uzma Kiani is a lead Forest School practitioner and only trained staff are allowed to have fires, pond dip or handle tools with children. All staff must be very vigilant around the pond area.

Dress Code

- Staff may reasonably request items of uniform clothing for wear at work. Denim is not permitted and staff are required to dress appropriately for working with young children both indoors and out and should look professional to parents and visitors. Please also consider cultural sensitivities in terms of how much bare skin is visible.
- Staff coats should be hung on the adult coat pegs in the corridor outside the classrooms or behind store room doors, for outdoor play use.

Care of Resources

- Staff should remove staples and should not to staple into the wooden doors, walls window frames or furniture (each door costs £600!).
- Clearing surfaces makes it easier for areas to be cleaned effectively - and attention to detail is the key for everything.
- Staff with office desks must make sure that their desks are cleared at least once per week for cleaning and clear of sensitive information at all times when they are not present.
- Please do not just dump things in the store rooms. Everything has a labelled space so please use it.
- Staff should wipe or wash equipment before it is put away and anti-bac on a regular basis.

Absence

- Staff who have more than 12 days sick (pro-rata for part-time staff) or 4 occasions in a rolling 12 month period, will trigger an absence management meeting.
- If you are unwell, not fit or otherwise unable to come to school, please follow the absence protocols. Namely that you must contact the headteacher as a priority so cover and accurate recording can take place. There is a procedure from there by the headteacher to inform others.
- Unless agreed with the head teacher before, you should contact the headteacher if there is further absence.
- Absences of 7 days or more will require a doctor's note. If you have been signed off by your doctor, you should not come into school.
- You should make best efforts to get to school in the snowy weather. If school has to be closed, which is very unlikely, it will be announced on Radio Nottingham and Radio Trent.
- Staff who are not term time should book holiday as far in advance as possible to aid staffing levels. Holiday will not be approved less than a week in advance. Please submit holiday requests to the school business manager for processing, who will pass to head teacher for approval.
- Staff who are term time only will not be allowed holiday/ leave in term time unless requested from and agreed by governors. This holiday/ leave will be unpaid.
- Emergency contact numbers for children are available in the school office. Staff are required to complete a contact form in case of accident or emergency to themselves, which is kept in the head teacher's filing cabinet.

Electronic Security

- Staff must be aware of all GDPR policies when storing, using or transporting data or information on school, children, parents or staff. Parents are entitled to see anything written about their child.
- Staff must not take home school cameras, photos of children or take photos on their personal mobiles.
- You should only log on to school computers and SIMS using your own log on.
- It is staff responsibility to ensure valuable equipment is locked away or secure at night, or when left during the day. Laptops and tablets loaned to staff are not insured if
 - left unattended in a motor vehicle
 - the theft does not involve violent or forcible entry to classrooms
 - lent to pupils for use off the school premises
- There is a photocopier in the school office which is available for staff use. You will need PIN access in order to use it. You must not use someone else's PIN.
- You must use confidential PIN protected printing only.
- You must only use your school email to communicate about school things and must not use it for personal emails.
- You must 'lock' your computer when you step away from it.
- USB sticks should only be used if they are encrypted.
- Any documents containing 'personal' or 'sensitive' information, must be sent as encrypted if being shared by email. To do this type 'ENCRYPT' in the subject line – bear in mind that anything else included in the subject line will not be encrypted.
- Shared documents should only be shared on the school server or on Governor Hub (for governors).
- No sensitive or personal info should be included on google diaries.
- No sensitive or personal data about pupils, families, staff or governors should be shared on whatsapp.
- Personal mobile phones should not be used for school email unless arranged with SchoolsIT and authorised by the head teacher.

Managing Sensitive Paperwork

- Staff must be aware of all GDPR policies when storing, using or transporting data or information on school, children, parents or staff. Parents are entitled to see anything written about their child.
- Any paper documents containing 'sensitive' information about pupils / staff / governors must be stored in lockable cupboards whilst not in use. This could include assessment data, SEND information, SG information. It should also be stamped in accordance with the NNSTC Records Management and Retention Schedule.
- NNSTC has a 'clear desk' policy. Documents containing sensitive or personal information use must not be left out whilst you are away from your workspace; they should be kept in a covered folder in your in-tray if in use or locked away securely if not.
- Full names alongside photos of children can only be on display in the setting with explicit permission of parents.
- First Aid Log Books should not be on public display. They should be kept hanging inside the storeroom door in each classroom.
- Documents containing sensitive personal information taken outside of school must be carried in secure locked bags.
- Documents containing sensitive personal information must be shredded at the end of the retention period, using the confidential waste disposal system; papers should be put into the lockable cabinet in the school office.
- The only information to be retained about a child after they have left should be in their pupil records, SEN or SG files or recorded on SIMS.
- Dietary information in the hall must be kept in a confidential folder in the kitchen, not on display. Cook is responsible for checking that food complies.
- Messages (e.g. telephone messages) containing sensitive information should be emailed or verbally shared.
- Any paperwork should be left for people in their in-tray / pigeonhole and sensitive personal information should be in an envelope, stamped in line with the NNSTC Records and Retention Schedule.

GDPR Breaches

- Any GDPR breaches must be reported to the Data Protection Officer (DPO): Lynette Randall. This must be done immediately to enable the DPO to report to the Information Commissioner's Office within 72 hours.
- Any breaches by you could result in a disciplinary process.

Personal Development and Wellbeing

- Staff will have access to quality CPD which links to the School Development Plan
- Performance management is an annual cycle and will be organised for each member of teaching staff. All staff will also have an annual and mid-term review, with their senior practitioner or line manager.
- Students and trainees will have a named mentor/support member of staff. Placements are available for teaching students, and childcare level 3 students.
- It is good to laugh and enjoy being at work! It is also good to have a life outside school. If you are struggling or concerned about something, please talk to someone about it. You are also entitled to access support through the Employee Wellbeing Scheme: PAM Assist. You can find out more

information on their web-site www.pam-assist.com or contact them 24 hrs/day by phone on 0800 882 4102.

Miscellaneous

- Please check children's names are spelled correctly when written.
- Staff are actively encouraged to belong to a recognised Trade Union for their own employment protection.
- Staff are required to complete a pecuniary interest form annually and return it to the Head Teacher. This is to show if you might benefit from any providers of services to the Nursery e.g. if you are related to suppliers or staff.
- Parents are offered an optional school uniform. Branded royal blue sweatshirts, pale blue polo shirts and waterproof jackets are available from reception or plain versions and be purchased from many suppliers including supermarkets.
- Headlice are a nuisance and are contagious. Children with live lice need to have their parents contacted, sent home for treatment and told to return to school as soon as treated
- Activities for parents will be set up and some may be in conjunction with Mellers Primary school or other external organisations.
- Please read the school development plan and the SEF on Z:\\drive.
- The Z: drive has many useful folders and files of information relevant to staff and you will have access to this shared drive. Photos are all kept on the S: drive. You will also have access to the internet, schools extranet and school email.
- Please ensure that you check your school email account at least once every week and every day if you are a member of SLT.