



## 2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

### Policy Statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out checks for criminal and other records through the Disclosures and Barring Service in accordance with statutory requirements.

### Procedures

#### *Ratios*

- A minimum of two staff/adults are on duty at any one time.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

#### *Vetting and staff selection*

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- All relevant qualifications are verified.

#### *Training and staff development*

- We provide regular in-service training to all staff – The Bumblebee Children's Charity budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy and privacy policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

- All training is kept up to date

#### *Managing staff absences and contingency plans for emergencies*

- Our staff take their holiday breaks when The Bumblebee Children's Charity is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the principal with sufficient cover and notice.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.

#### *Safe Recruitment of staff and volunteers*

- All staff and volunteers working at The Bumblebee Children's Charity will need to satisfy the principal that they are suitable to work within a pre-school setting for young children with motor learning difficulties and their parents.
- The safeguarding and welfare of the children is paramount to the service we provide and in order that 'safe recruitment' is achieved. The Bumblebee Children's Charity will ensure that the successful candidate's references have been followed up and the necessary police checks and health declarations have been made.
- Recruitment panels contain a minimum of two interviewers, at least one of whom has received specific training in safer recruitment and is aware of the safeguarding agenda.
- Interviews are face to face even if there is only one candidate.
- Written References are sought directly from the minimum of two referees.
- Notes are made and retained of candidates responses to questions posed at interview
- Interviews explore issues relating to the safeguarding of children, young people and vulnerable adults, for example they:
  - Investigate any apparent sizeable gaps in employment to check for credible reasons;
  - Explore concerns or discrepancies arising from the information provided by the candidate and or referee
  - Ask the candidate if they wish to declare anything in light of the requirement for a enhanced DBS check.
  - Ask probing questions about the capacity of an applicant to safeguard and protect the welfare of the vulnerable clients in his/her care.
- When under taking employment checks, proof of identification is obtained by referring to appropriate documentation. This is restricted to the scrutiny of original copies of either birth certificate, passports, driving licences or naturalisation certificates. No other documents are acceptable.
- Ideally, the above checks should have taken place before the candidate start work. However, if this is not possible, the principal will ensure that this person is never in sole supervision of children of left alone with a child until the checks are complete.

- We will issue all staff with contracts of employment.
- We will deal with any staff grievances in accordance with the Terms and Conditions of employment.
- Employees are subject to a probationary of 6-12 months commencing on the first day of their employment and are utilised to develop employee understanding and grounding in the safeguarding policies, ethos and culture. Upon successful completion of a probationary period staff will become subject to the internal disciplinary procedure if their conduct fails below the expected standard.
- Clarity in relation to what constitutes safe working practices with the vulnerable client group is provided
- Both the newly appointed worker and the charity principal make a signed record that this part of the induction process has been completed satisfactorily. The record is kept of file.
- During this stage of employment, the employee works under supervision on a regular basis.
- The employee is offered support with professional issues at regular 1:1 meetings with the charity principal.
- The Bumblebee Children's Charity recognises that members of staff are entitled to join a union. It is the right of any employee to seek the advice and support of their union in respect of grievance and disciplinary matters.
- The Bumblebee Children's Charity aims to ensure an appropriate balance between the needs of the children, parent/carer(s) and the health and safety of employees. All employees will work the hours specified in their contract of employment, the exact working pattern to be agreed with the principal. Time spent working at home by individual choice does not count towards working time, unless the arrangement has been previously agreed with the Principal.
- The Bumblebee Children's Charity operates a strict no smoking policy. Alcohol may not be consumed or brought on to the premises. Employees caught on the premises using, possessing or dealing in any controlled substances will be subject to disciplinary action for gross misconduct. We will also inform the Police.
- Staff must keep secure any personal information made available to them about other staff and children.
- Staff may be asked to help in a voluntary capacity with fundraising activities or any other Bumblebee events. There is no obligation placed upon staff to attend these events.
- The Bumblebee Children's Charity is committed to ensuring that all staff are able to discuss and receive advice on a full range of personnel issues. We are keen to ensure that personnel issues are dealt with quickly and efficiently. The Principal is responsible for all personnel issues, including recruitment and selection, staff training and development, management of staff performance, employee terms and conditions and equal opportunities. The Bumblebee Children's Charity takes a positive approach to employment practice to ensure that, as a minimum, we comply with the requirements of current employment legislation.

## **Monitoring systems**

The Charity Principal monitors the day to day work environment

Employees demonstrate their commitment to providing a protective environment for children, young people and vulnerable adults For Example, they monitor the supervision of children, young people and vulnerable adults and demonstrate good practice in relation to physical contact with children, young people and vulnerable groups.

There are clear, appropriate and rigorously enforced policies and procedures in place that are reviewed yearly .

## **Disciplinary Policy Procedure**

### **Disciplinary policy and procedure for the staff employed and working voluntarily in The Bumblebee Children's Charity**

We aim to resolve problems without resorting to disciplinary action; however, a Disciplinary Policy/Procedure exists to ensure fair and consistent treatment for all.

Our procedure is based on the ACAS Code of Practice.

We expect all employees and volunteers to comply with our policies and procedures at all times. If these are disregarded, we have the right to discipline employees and volunteers.

#### **The Principles**

- We will not take disciplinary action without a full investigation and disciplinary hearing taking place.
- You will be given reasonable notice, in writing, if you are required to attend a disciplinary hearing
- You will be given every opportunity to state your case before any decision is made.
- At all times you will have the right to be accompanied by a work colleague, friend or Trade Union representative.
- You have the right to appeal against any disciplinary penalty imposed on you by The Bumblebee Children's Charity.
- You may be suspended with full pay to allow further investigation of the allegation.

#### **Counselling**

We will deal with minor issues informally (e.g. personal issues involving another member of staff or a parent/carer(s)). The Principal will discuss the problem with the member of staff and agree corrective action and any necessary review progress. Although we may document this, it will not count as disciplinary action.

Where the matter is more serious the following procedures will be used and at each stage, the Principal will report to the Chairperson in writing.

#### **Stage 1 – Verbal Warning**

In the case of a small offence or series of minor offences, which may or may not be related, we will give a verbal warning for the purpose of improving future performance. We will keep details on the

staff member's personnel file for up to six months, after which time we will remove the details provided the offence(s) has/have not reoccurred.

## **Stage 2 – Written Warning**

If further action is required or the offence(s) is/are more serious, we may issue a Written Warning. We will give the staff member a copy of the warning and keep a copy on the staff member's personnel file, usually for six to twelve months, after which time we will remove the copy, provided the offence(s) has/have not reoccurred.

Examples of misconduct that would lead directly to a written warning include failure to carry out reasonable instruction, inability to work with colleagues, persistent lateness for duty, continual poor standard of work and unauthorised absence from work.

## **Stage 3 – Final Written Warning**

For a more serious offence, or if there has been no marked improvement in conduct or performance we will issue a Final Written Warning to the staff member. We will give the staff member a copy and a copy will be kept on the staff member's personnel file for twelve months. In extreme cases, or at the discretion of The Bumblebee Children's Charity, the 'life' of the warning may be extended indefinitely. We will inform you in writing if we do this. We will also inform you that you will be dismissed if there is no further improvement in conduct or if further offences are committed.

## **Stage 4 – Dismissal**

If your conduct or performance does not improve to a satisfactory level (as determined by The Bumblebee Children's Charity), we may take further disciplinary action against the staff member, which may result in their dismissal. The recommendation to dismiss a staff member will be made by the Principal to the Board of Trustees. We will give the staff member a written explanation of the full reasons for dismissal, the date of termination and the right to appeal, along with the process for appeal.

## **Gross Misconduct**

If a staff member is accused of an act of gross misconduct, we will investigate the allegation immediately. If the allegation is proven, gross misconduct will result in summary dismissal without notice or payment in lieu of notice.

In the event of summary dismissal, we will give the staff member a written explanation of the full reasons for dismissal, the date of termination and the right to appeal, along with the process for appeal.

The following acts are regarded as gross misconduct :-

- Theft, fraud, deliberate falsification of records.
- Fighting, aggressive or abusive behaviour towards another person.
- Deliberate damage to the Charity's property, equipment or premises.
- Immoral behaviour.
- Drinking alcohol or taking illegal drugs whilst on duty.
- Incapability to carry out duties as a result of alcohol or use of illegal drugs.

- Serious negligence which causes unacceptable loss, damage or injury.
- Acts of serious insubordination to Management.
- Any incident of bullying or physical abuse of a child.
- Serious breach of health and safety or fire regulations.
- Smoking on the premises.
- Actions likely to bring the charity into disrepute.

This list is not exhaustive, and we will determine what is deemed to be Gross Misconduct.

### **Disciplinary Hearing**

The purpose for a disciplinary hearing is to listen to both sides and to ensure fair play. We will not always reach a decision at the hearing, but we will inform the staff member of the outcome in writing within 5 working days of the hearing.

### **Suspension**

The Bumblebee Children's Charity may suspend a staff member on full pay at any stage of an investigation, if it is felt to be in the best interests of the centre, the staff member or the investigation.

### **Right to Appeal**

The staff member has the right to appeal at every stage of the Disciplinary Procedure within five working days of The Bumblebee Children's Charity issuing a verbal, written or final warning. The Staff member should appeal in writing to the Board of Trustees who will direct a member of the Board to hear the appeal. Appeals will usually be heard by the Chairperson plus 1 other committee member. At the appeal hearing, The Bumblebee Children's Charity may uphold or reduce the disciplinary action, but will not increase it.

The Bumblebee Children's Charity will advise the staff member of the decision within five working days of the appeal hearing and this decision is final.

### **During the Probation Period**

If during the probation period the staff member's attitude, behaviour or standard of work are unacceptable to The Bumblebee Children's Charity, we will discuss areas of concern with the staff member who will then be given the opportunity to improve. In some cases, the probationary period may be extended to give more time for improvement, but not beyond a period of twelve months.

If, during the probation period, it is felt that the staff member is unsuitable for the role and unlikely to achieve The Bumblebee Children's Charity required standards of performance, we may terminate your employment without formal disciplinary action being taken.

The Written Statement of Terms and Conditions of employment show the notice entitlements that apply during the Probationary Period.

### **General Rules and Conduct**

To help achieve a working environment that is pleasant and safe for everyone, we ask you to observe the following rules:

1. Employees must have proper regard to their terms of employment.
2. There should be proper and authorised use of the Charity's equipment, time and property.
3. Employees should perform any reasonable request by the Trustees.
4. Absence, apart from sickness absence, must be authorised in advance by the Charity Principal.
5. Discriminatory or offensive language or behaviour is never acceptable.
6. Information regarding parent/carer(s) and children must be treated in the strictest confidence and should not be divulged to any third party or discussed outside of work.
7. Children must not be physically punished.
8. Shouting or bullying children is not permitted.
9. Employees and volunteers may not carry out toilet duties or dressing/undressing a child without another adult being present.
10. Goods standards of hygiene must be observed at all times, especially when food is being prepared.
11. Smoking is strictly prohibited on the premises.
12. Alcohol is strictly prohibited on the premises.
13. Fire, health and safety and hygiene rules must be adhered to at all times and any hazards must be reported immediately to the designated Health & Safety Officer.
14. Find sensitive and innovative ways of challenging ageism, sexism, racism, homophobia and anti-disability attitudes.
15. Actively promote and familiarize ourselves with the principles outlined in our Equal and Opportunities Statement.
16. Treat each with other with courtesy and respect.
17. Promote the independence of users.
18. Encourage and respect choices made by users.
19. Listen to what is being said to you; use communication which is most appropriate to each individual.
20. Dress appropriately – some dress can cause offence; consider your activities and dress accordingly.
21. Staff do not abuse their position of trust as set out in the Sexual Offences Act 2003

All employees and volunteers are required to work and behave with respect for colleagues, the children, parent/carer(s).

## **Grievance Policy and Procedure**

## **Grievance Policy and Procedure for the staff employed or working voluntarily in The Bumblebee Children's Charity**

1. It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.
2. Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset. Whilst we will give the same consideration to any grievance that you raise verbally, provided that you make it clear that you wish it to be treated formally, you should be aware that, in most circumstances, the law requires you to provide us with written details of your grievance before taking certain types of legal action.
3. You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.
4. If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.
5. If you wish to appeal you must inform the Principal or Board of Trustees within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the company will be represented by a more Senior Manager than attended the first meeting (unless the most Senior Manager attended that meeting).
6. Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

This Policy was adopted by the Bumblebee Children's Charity on

Signed on behalf of the trustees

Date.....

Name of signatory Alison Stonham

Signed .....

Role of signatory Charity Principal