

2 SUITABLE PEOPLE

Bo-Peeps have a range of policies to support the recruitment, development and retention of staff.

Bo-Peeps take great pride in the recruitment process within the nursery. Management follow current guidelines when recruiting and monitor staff management through Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019, updated where applicable), membership to the Federation of Small Businesses who assist in employment law issues, and through the nursery's current insurers who supply employment law consultation services for management to access. Through following all the help and advice given by these professional agencies and through continuing management training, Bo-Peeps aim to have a high-quality staff team that act at all times in the best interests of children's safety and welfare.

Staff also need to ensure that any medication they take, whether prescribed or purchased over the counter, does not impair their ability to care for children safely. Staff are required to inform management if they are taking medication that may affect their performance, alertness, judgement or ability to fulfil their duties. Staff must not attend work under the influence of alcohol, illegal substances or any medication that renders them unfit to work. Failure to disclose relevant medication or attending work whilst impaired may be dealt with under the nursery's disciplinary procedures. Management will assess any risks and, where necessary, seek medical advice or make reasonable adjustments to ensure the safety and welfare of children, staff and visitors.

The nursery's policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, safety, care and development
- The statutory requirements of the Early Years Foundation Stage (EYFS)
- The individual needs of the children, including maintaining continuity of care
- Compatibility between all members of staff and the building of a good team spirit
- Consideration of the advancement of each member of staff through internal and external training
- Equal pay for work of equal value
- Compliance with current legislation including the principles of the Equality Act 2010

2.1.1 INDUCTION OF STAFF, VOLUNTEERS & STUDENTS

Following the equal opportunities policy and recruitment policy Bo-Peeps implement an induction procedure for all staff and have a student recruitment pack to ensure that all staff within the setting have the same induction and equal knowledge of the nursery

When inducting new staff, volunteers and students the procedure followed is:

- Ensure application form and interview procedures are completed
- Recruits complete a staff registration form
- Two references are supplied and gained
- Health check is completed
- Enhanced DBS check is gained or applied for
- Payroll and payment details are obtained
- Safeguarding training is prioritised during induction to ensure all staff understand their responsibilities
- Includes safeguarding, health and safety and nursery procedures
- All staff complete a structured induction, of the whole nursery and each individual room
- Staff are supported by a mentor

All staff are employed on a three month probation period and volunteers and student are expected to follow the same standards as employed members of staff and will be treated fairly in regards to disciplinary and dismissal issues. Bo-Peeps work closely with the students and volunteers and with the support of other professionals. These partnerships include the job centre, local schools, local colleges, universities, and training providers. Training plans are sometimes completed and setting visits to assess the students and volunteers are undertaken.

2.1.2 STAFFING AND EMPLOYMENT

RECRUITING

- Vacancies are advertised and interviews are held to fill any position available within the nursery.
- We are committed to recruiting, appointing and employing staff in accordance with relevant legislation.
- A person specification and job description is provided prior to interview.
- Applicants are informed that posts are exempt from the Rehabilitation of Offenders Act 1974 and that enhanced Disclosure and Barring Service (DBS) checks are required.
- At least one member of the interview panel will have completed safer recruitment training.
- Interviews include a formal interview and a work experience session and follow safer recruitment procedures.
- Successful applicants will receive a conditional offer subject to enhanced DBS clearance and satisfactory references.
- All new staff receive induction including safeguarding, child protection, health and safety and emergency procedures.
- All staff sign a contract and are made aware of the staff handbook.
- All staff must have an enhanced DBS check and two satisfactory references before working unsupervised with children.
- All staff are required to disclose any information that may affect their suitability to work with children, including health, disqualification, or changes in personal circumstances, in line with EYFS requirements.
- Staff receive regular supervision, coaching and training.
- The nursery promotes staff wellbeing and teamwork.
- Equal opportunities are upheld, and discrimination or harassment will not be tolerated.

QUALIFICATIONS

Management will hold a Level 3 qualification or above and relevant experience. All staff will hold a full and relevant qualification as defined by the Department for Education Early Years Qualifications List, such as:

- Level 2 Early Years Practitioner
- Level 3 Early Years Educator
- CACHE Diploma in Childcare and Education
- BTEC National Diploma in Childcare
- First Aid
- Child protection
- Food hygiene

The Director holds:

- CACHE Level 3 Diploma in Pre-School and Certificate in Professional Development
- Early Years Foundation Degree
- BA Degree in Early Years
- Early Years Professional Status
- Level 3 SENDCo

STAFF RATIOS

Bo-Peeps ensures that staffing arrangements meet the needs of all children by maintaining appropriate staff-to-child ratios in line with the EYFS statutory requirements and ensuring that suitably qualified staff are deployed throughout the nursery. This enables staff to provide high-quality care, learning and development opportunities, respond to children's individual needs and maintain children's safety and wellbeing.

Bo-Peeps follows the EYFS statutory ratios:

- 0–2 years: 1:3
- 2-year-olds: 1:5
- 3 years and over: 1:8 (or 1:13 where a suitably qualified teacher or Early Years Teacher is present)

Where possible, Bo-Peeps operates enhanced ratios of 1:4 for 2–3-year-olds and 1:6 for children aged 3 years and over to provide additional support and individual attention.

Each child is assigned a key person to support secure attachments, continuity of care and effective communication with parents/carers. Staff are deployed according to the needs of the children attending, taking into account age, stage of development, SEND, medical needs and individual circumstances. Management regularly review staffing levels to ensure children's care, learning and wellbeing needs are met throughout the day.

SUPPORTING STAFF

Bo-Peeps management support the staff by:

- Holding regular staff meetings which provide an opportunity for discussion on any difficulties, planning, children's progress, training, etc.
- Ensuring all staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training.
- Staff receive regular supervision and appraisals
- Management always being available to discuss problems when they arise
- Staff outings and work events
- Staff wellbeing is supported with individual medical or dietary health plans.
- Staff are given opportunities to update training and follow interest which benefit the setting.
- Staff suitability is reviewed regularly through supervision and ongoing monitoring
- Staff are encouraged to raise concerns through the whistleblowing policy
- Bo-Peeps encourage a culture of openness and transparency, and all concerns are taken seriously.

THE ROLE OF THE DSL IS TO:

- Ensure that the settings safeguarding policy and procedures are reviewed
- Take the lead on safeguarding concerns.
- Provide support and guidance to staff
- To identify children who may need early help or who are at risk of abuse.
- To help staff to ensure the right support is provided to families.
- Seek advice from the Local Authority Designated Officer (LADO) or Multi-Agency Safeguarding Hub (MASH) where appropriate
- Ensure the setting is meeting the requirements of the EYFS statutory requirements.
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices.
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept .
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.
- Maintain accurate safeguarding records
- Review all written safeguarding reports.
- Liaise with external agencies
- Make formal referrals to statutory child protection agencies or the police, as required.

The DSL does not investigate allegations; this is the responsibility of statutory agencies.

STAFF PREGNANCY

Staff, students and volunteers should notify management of their own or their partner's pregnancy at the earliest opportunity to enable risk assessments and support. This will ensure that early risk assessments are completed and measures are taken to enable the staff member and management to make reasonable changes in the staff members job role, if necessary. Management and the member of staff will complete maternity/paternity leave paperwork and discuss any issues or concerns. Staff will get time off for maternity appointments when needed. Staff and management will discuss maternity leave and duty changes. Back to work contact days and employment rights information will be produced. Before returning to work from maternity leave a meeting will be held with the staff member to ensure health and discuss duties, hours, pay and holidays. (information can be found in the staff handbook)

Implemented on: 13th April 2026 added to 03/06/2026
Date to be reviewed: 13th April 2027
Implemented by: Marie Boseley and staff

2.1.3 TRAINING

Bo-Peeps value our staff highly. We believe that ongoing personal and professional development is essential for the delivery of high-quality learning and development opportunities for children in their early years. The overall quality of our nursery is underpinned by our staff having the appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities. Staff are encouraged to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas.

Bo-Peeps values staff development and provides:

- Ongoing training opportunities
- Access to online training (e.g. Noodle Now)
- In-house training and staff meetings
- Supervision and performance reviews
- Opportunities for professional development

Training is regularly reviewed to ensure staff knowledge remains current and in line with EYFS and safeguarding requirements.

Safeguarding knowledge and training along with Fist Aid is mandatory for practitioners in early years.

All staff receive safeguarding training through GSCP every 2 years as part of their induction and undertake regular safeguarding updates thereafter. Safeguarding training covers recognising signs and symptoms of abuse and neglect, child protection procedures, safer working practices, whistleblowing, Prevent Duty, online safety and wider safeguarding issues and staff also complete additional safeguarding training through Noodle Now. Designated Safeguarding Leads (DSLs) complete formal safeguarding training at least every two years and undertake regular updates to keep their knowledge current. Safeguarding is also discussed regularly during staff meetings, supervision sessions and team meetings to ensure all staff remain aware of their responsibilities and any changes to guidance or legislation.

It is the aim of the setting to provide everyone with the opportunity to update their knowledge, so courses are arranged with a driver and non-driver when the course venue must be travelled to. Less qualified and confident members of staff are teamed with higher level staff to support them in their learning. If a group of staff need training at the same time it is sometimes available for the courses to be held at the nursery.

Staff who attend training courses complete a feedback sheet containing areas they feel the nursery staff achieve, areas which need improving, new ideas which need implementing and the staff member discusses this with the team and reflects on the current practice to make changes and improvements as a group. This ensures that all the training courses benefit the whole nursery team.

Bo-Peeps ensure that 50% of staff are qualified to Level 3 / Level 2 with PFA or above in childcare and education or Early Years Educator. Other staff working at the nursery are either qualified to Level 2 or undertaking training. Where necessary staff will be supported to achieve a suitable level 2 qualification in Maths and English (as defined by the Department for Education on the Early Years Qualifications List) for the completion of the Early Years Educator.

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2.1.4 VOLUNTEERS OR VISITORS

Volunteers, Students and Visitors sheets are used to sign in and out all students, visitors and volunteers when entering the nursery and leaving. These are situated in each room. These are used for ensuring management know which adults are in the nursery at a given time for security reasons and for fire safety, fire drills etc. These sheets work alongside the Famly app which is used to sign in the staff and children.

VOLUNTEERS

- Volunteers interviewed by management
- Volunteers schedule will be arranged to ensure capacity of the nursery is upheld.
- Volunteers must provide two references
- **Volunteers who attend regularly may be required to have an enhanced DBS check**
- Volunteers are always supervised
- Volunteers are not counted in ratios
- Volunteers must never be left alone with children

VISITORS

The visitor's policy will be displayed in the lobby.

- All visitors must sign in and out, recording date, time and reason for their visit
- Visitors will remain in the lobby area, until staff are satisfied that their visit is expected, or they have managements consent to allow the visitor to enter.
- Visitors remain supervised at all times
- Mobile phones must be stored (in office)
- Visitors are not counted in ratios
- Visitors must never be left alone with children

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Implemented by: Marie Boseley and staff

2.1.5 STUDENTS AND APPRENTICE PLACEMENTS

Management accept student on placements and work experience and employ apprentices. Bo-Peeps normal practice is only to accept one student at a time in each room. Management do not wish to place undue stress on staff by allowing any more places than this. On occasions, however, small groups or occasional placements are accepted when research or studies are being carried out that will be of benefit to childcare in general or if it is felt that current students are competent in their position to enable us to assist others alongside.

- Students and apprentices are welcomed and supported
- They must follow all nursery policies, including timekeeping and dress codes
- They are supervised at all times
- Students must not be left alone with children
- Students and apprentices complete a structured induction
- All students are encouraged to contribute fully to the nursery routines and spend time in each area of the nursery.
- The college tutors may come to visit the students or apprentices at the nursery or contact management to gain feedback on their progress.
- Apprentices may take on more responsibility but are supported by mentors
- Apprentices may have key children

This policy will be given to each student to agree to and sign upon the start of their work experience. Apprentices will have a contract of employment to sign.

Student's signature _____

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Implemented by: Marie Boseley and staff

2.1.6 BEREAVEMENT AND COMPASSIONATE LEAVE POLICY

This policy explains the time off and support that may be available to all employees following a bereavement. The Nursery will consider each situation sensitively and, where appropriate, will provide additional flexibility according to individual circumstances.

Bo-Peeps Day Nursery recognises that the death of a family member, friend or other person close to an employee can be an extremely difficult and distressing time. The Nursery is committed to treating employees with compassion, dignity and understanding while recognising the need to maintain the safe and effective operation of the Nursery. The Nursery recognises that the impact of bereavement can vary significantly depending on the individual's relationship with the person who has died and their personal circumstances. The categories below are therefore intended to provide a clear framework while allowing reasonable discretion in exceptional circumstances.

BEREAVEMENT LEAVE

Where an employee experiences the death of an immediate family member, Bo-Peeps will normally provide up to three paid working days of bereavement leave. For the purposes of this policy, immediate family normally includes:

- A spouse or civil partner
- A partner
- A child
- A parent
- A step-parent
- A sibling

The Nursery may also approve up to three paid working days for another person who had a particularly close or significant relationship with the employee, where Management considers this appropriate.

For the death of a grandparent, grandchild, parent-in-law, sibling-in-law, aunt, uncle or another close relative, the Nursery will normally provide one paid working day.

Additional time may be agreed using annual leave, unpaid leave or, where appropriate, another form of authorised absence.

FUNERAL ATTENDANCE

Employees will normally be permitted reasonable time away from work to attend the funeral or funeral service of a close family member. Where the funeral falls outside the period of bereavement leave, Management will consider the employee's request for:

- Annual leave;
- Unpaid leave; or
- A reasonable adjustment to working hours.

Where significant travel is required, the Nursery will consider additional time off sensitively and on an individual basis. The Nursery will also take reasonable account of religious, cultural or other practices associated with the bereavement.

STATUTORY TIME OFF FOR DEPENDANTS

Employees may have a statutory right to a reasonable amount of time off to deal with an emergency involving a dependant, including circumstances arising following a death. The law does not specify a fixed number of days for time off for dependants. What is reasonable will depend upon the circumstances.

Where statutory time off for dependants applies, the Nursery will comply with the employee's statutory rights. Time off for dependants is separate from the paid bereavement leave provided by this policy.

PARENTAL BEREAVEMENT LEAVE

Employees who experience the death of a qualifying child may have a statutory entitlement to Parental Bereavement Leave. Eligible employees have the right to take up to two weeks of Parental Bereavement Leave. This is a day-one employment right.

The leave may be taken:

- As two weeks together; or
- As two separate weeks.

It can generally be taken within 56 weeks of the child's death or qualifying pregnancy loss. Where an employee is eligible for Statutory Parental Bereavement Pay, the Nursery will administer this in accordance with the prevailing statutory requirements. Parental Bereavement Leave is a statutory entitlement and is separate from the additional paid bereavement leave provided by Bo-Peeps under this policy. Employees should speak to Management as soon as they feel able to discuss the arrangements. The Nursery will handle such situations with sensitivity and will not require unnecessary information or documentation.

PREGNANCY LOSS

The Nursery recognises that pregnancy loss can have a significant emotional and physical impact on employees and their partners. Where an employee or their partner experiences a pregnancy loss that falls within statutory Parental Bereavement Leave provisions, the Nursery will comply with the employee's statutory rights. Where statutory provisions do not apply, Management will consider compassionate leave and any other appropriate support on an individual basis. The Nursery will handle such circumstances sensitively and confidentially.

BEREAVED PARTNERS

Where an employee's partner or the parent of their child dies in circumstances covered by the statutory **Bereaved Partner's Paternity Leave** provisions, the Nursery will comply with the employee's statutory entitlement. Employees should speak to Management as soon as possible so that the appropriate statutory leave can be arranged. This statutory entitlement is separate from the paid bereavement leave provided under this policy.

ADDITIONAL TIME OFF

The Nursery recognises that three days may not always be sufficient following the death of someone close. Where an employee requires additional time, Management will discuss the available options with them. Depending on the circumstances, additional time may be taken as:

- Annual leave;
- Unpaid leave;
- Time off for dependants where applicable;
- Sick leave where the employee is medically unfit for work; or
- Another agreed arrangement.

An employee who is suffering from a physical or mental health condition following a bereavement should not feel obliged to return to work if they are genuinely unfit to do so. The Nursery will manage any resulting sickness absence in accordance with its Absence and Sickness Policy.

NOTIFICATION

Employees should notify their Manager as soon as reasonably practicable when they need to take bereavement leave.

The Nursery recognises that an employee who has just experienced a bereavement may not immediately be able to follow normal absence notification procedures.

In such circumstances, a family member or another person may contact the Nursery on the employee's behalf where appropriate.

Management will respond sensitively and will not place unnecessary administrative requirements on a recently bereaved employee.

RETURNING TO WORK

Management will, where appropriate, make reasonable efforts to support an employee's return to work.

This may include:

- A return-to-work discussion;
- A temporary adjustment to duties;
- A phased return where appropriate;
- Flexibility around working arrangements;
- Additional check-ins with the employee;
- Signposting to appropriate support services.

The Nursery recognises that grief does not necessarily end when bereavement leave ends and will remain supportive of employees who continue to experience difficulties.

CONFIDENTIALITY

Information concerning an employee's bereavement will be treated sensitively and confidentially.

Information will only be shared with other staff where there is a genuine need to know, for example where arrangements need to be made to cover the employee's absence.

The Nursery will respect an employee's wishes regarding what information is shared with colleagues and, where appropriate, families.

COMPASSIONATE APPROACH

Bo-Peeps recognises that bereavement affects everyone differently.

The Nursery will therefore seek to balance consistency with compassion and will consider individual circumstances wherever appropriate.

Examples of circumstances that may be taken into account include:

- The employee's relationship with the person who has died;
- Whether the employee is responsible for funeral arrangements;
- Travel requirements;
- Religious or cultural practices;
- Whether the employee is responsible for supporting other family members;
- The circumstances surrounding the death; and
- The employee's physical or emotional wellbeing.

The Nursery may exercise discretion to provide additional paid or unpaid compassionate leave in exceptional circumstances.

Any such additional leave will be considered on an individual basis and will not create an automatic entitlement for future situations.

NO DISCRIMINATION OR DETRIMENT

Employees will not be treated unfairly or subjected to detriment because they have exercised a statutory right to bereavement or other family-related leave.

The Nursery will comply with all applicable employment legislation and will keep this policy under review to reflect changes in statutory requirements.

15. POLICY REVIEW

This policy will be reviewed periodically and amended where necessary to reflect changes in legislation, statutory guidance or Nursery practice.

Implemented on: 13th August 2026

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Implemented by: Marie Boseley and staff

