**BACKGROUND**

Emerson Valley Playgroup is a non-profit making community group managed by a committee of elected parents [and normally includes a member of staff, usually the playgroup manager]. It first opened in 1984 for a total of 3 sessions and has expanded to be registered for full day care and is open for 10 sessions [including 5 full days from 9.00 am to 3.30 pm]. The playgroup became a registered charity in 1996.W.e.f 2013 we now have a trading name - The Wendy House

We have been registered to accept 32 children at any one session, although we limit sessions to 31 children to allow one emergency space. We can take up to 34 children dependent upon age and the time of year.

**AIMS**

Our main aim is to enhance the development and education of children below statutory school age in a parent involving, community based group, within a safe, secure and stimulating environment. We work within a framework which ensures equality of opportunity for all children and families and to build, enhance and consolidate on the experiences already gained.

We strongly believe in “Learning Through Play”

**MANAGEMENT STRUCTURE**

COMMITTEE [AT LEAST FIVE]-consisting of Chair, Secretary, Treasurer and at least 2 other members one of whom

may be a member of staff . The committee are also the registered person with OFSTED.

manages

PLAYGROUP LEADER

ADMINISTRATOR DEPUTY and ASSISTANTS

**DAY TO DAY PROCEDURES**

**DAILY ROUTINES**

Opening up If you unlock the building, please remember to check everywhere and complete the Daily Risk Assessment. This is important as other people will have used the building in-between.

Morning: 8.30-9.00 – Set up the main hall –use planning to assist with what to put out - tables, chairs toys, paints made up, play dough made, carpets cleaned, tut box emptied, tick charts done.

Please remember: JIGSAWS-table or floor must be put out. DRAWING table in some from put out. HATS from the dressing up rail put on floor so that the children can reach them. SET toys, activities, etc out, so they look appealing to the children. Make sure accessories are put out e.g. cars with the car mat, Home Corner equipment – food, plates etc in the home corner, Tap-a-Shape has enough pins, tacks to use and glue is on sticking table.

9.00 – children arrive – settle in, registration and colour group time. Normally by about10.00 am the children will have free choice between inside and outside play. Tidying should be encouraged for all children throughout the session and especially if you see a child tip out whole boxes of toys, etc.

9.30-10.00 – Snack time starts, after finished clear away and wash up.

11.30 – Story time, tidy, clean tables/get lunchtime ready.

12.00 – children leave/lunchtime period.

Afternoon: The afternoon session follows the same format, with the exception that towards the end of the session, the room needs to be cleared and packed away, the Story room tidied, any paint marks cleaned and the kitchen cleared up.

Please try to get the children to wear an apron when doing anything messy like painting, gluing or water play.

Everybody is responsible for helping to set up/pack away, taking turns with snack time, washing up, toilet duties (providing they are DBS checked), and taking turns outside. Please wear gloves when dealing with blood, wiping bottoms and anything else yukkie! We do have disposable aprons if required. During the session if there is a quieter time or you find yourself with free time, please keep up to date with observations on your group of children, including the blue folder. Also, please take the opportunity to tidy the book corner, dressing up rail, Home Corner equipment, and other boxes that need sorting or pencil sharpening.

There should always be 2 members of staff in the main room when the children are there, and when the whole of the outside area is open that also needs 2 members of staff positioned so that the entire garden can be seen. If you need the loo, please get someone to swap with you. If you need to come inside for another reason

e.g. distressed/injured child, then either swap with someone or pass the child over. However, if the majority of the children are outside then 3-4 members of staff should be outside and vice versa if the children are inside.

Try not to shout at individual children. If something has happened, try to find out what went on, explain to the child if they have done something wrong, and if necessary get them to apologise (if possible). If a situation arises and you see something happening across the room or the garden and you can’t get there quickly enough e.g. a child standing on a table, hitting another child with a brick or chair, pulling the home corner over, then it is OK to raise your voice. Also Ok to raise your voice when it is Tidy up or Story time etc. It does state in our Behaviour Management policy “Adults will not shout or raise their voices in a threatening way, unless the safety of a child is in question.”

Children should not be allowed unsupervised into the kitchen or Story room. Any supervised activities in the kitchen should be limited to a maximum of FOUR children at any time. In normal circumstance the kitchen door should be kept closed (it does state this in our policies) – Anne does play “guard dog” to these areas when she is there, but staff need to be more aware at other times.

Certain members of staff have certain responsibilities:

SENCO – Nikki Castle

Designated Safeguarding Children Lead – Wendy

Designated Safeguarding Deputy – Nikki Castle

Health and Safety – Wendy and Anne

Behaviour Management – Wendy

First Aid Box – Tina Tait

Equality and Diversity – Wendy

The parents always bring their children in via the front door and collect via the back door. At these times only one door should be open and this should be manned by the person in charge. Any buggies/bikes etc left at the front door at the beginning of the session, should be placed in the uncover area along with the notice board at the end of the session for the parents to collect. This helps to ensure that no one lets themselves out at the end of the session.

In normal circumstance if any person approaches the front door they should be seen by Wendy, Person In Charge or Anne, unless they ask someone else to do this.

**REGISTERS**

Staff Register - please register in and out by indicating appropriate times.

Visitors Register - please ensure that adults etc visiting for any reason/remaining on premises are asked to read the front cover of the Visitors register and to sign in and out. We must ensure that a member of staff always accompanies any adults who have not been checked by the playgroup. Such people may include suppliers, trades people and entertainers. Stay and Play helpers and students should not be alone or unsupervised with the children.

Children’s Register – Please don’t total until 15 minutes after the start of the session and check with Anne/Wendy regarding any absent children. If a child arrives late then they should be registered by marking in the LATE/COLLECTION Register and an L put against their name for that day. If children are ill, absent for holidays or other reasons then the Register should be marked accordingly – H for holidays (check the Holiday list in Register), S for sickness, A for other reasons. If a child is collected early use the LATE/COLLECTION Register.

All registers should be kept in the kitchen.

**REGISTRATION**

Children arriving at the start of each session should try and hang up their own coats and then go into the main room to find their name and place it on the wall hanging. One member of staff will mark their name off in the register. The children should then be encouraged to find something to do in the main room and not be allowed to run around. After approx. 15/20 minutes a tambourine may be used to indicate to the children to pause playing whilst Wendy/person in charge does a headcount to confirm numbers and then the register should be completed and totalled, marking anyone not here as absent.

**HANDWASHING**

Please use one bowl for the paints/creative work along with a towelling towel. The portable sinks should be used before the children have snack using a soap pump and paper towels. The second portable sink should be placed outside the toilets along with a soap pump and paper towels. Children may use this or the sinks in the toilets after using the toilet.

**SNACK TIME**

Please check the inside of the cupboard door for the list of children who have special medical/dietary requirements – this is especially important before snack time/activities involving food.

Pourers should be used at all times to develop independence skills. There should be two washing up bowls for the children to do their own washing up and drying.

Children should be encouraged, not forced to eat at snack time. Offer and encourage them to have milk before offering water. Give half an apple, banana or orange to try, as it may be the first time they are trying these and/or they may really not like it!!!

The children should have fruit first [unless a special arrangement has been made] and then one other item. They may have more fruit, but should not be at the snack table all session!!! Some children will try it on and sit at the snack table for the whole session if allowed.

**STORY TIME**

All children should be encouraged to sit on their bottoms and stay focussed. Please remember ratios of adults to children. If using a large story book, please use two chairs as a stand so that all children, sitting on their bottoms can see. Please have the song sack to hand – this is for the less confident/earlier stage children to pick a song out of the sack if they need help to choose a song.

Story time is not a cuddle time for our later stage and established children. Younger and newer children may still require comfort.

**TOILET TIME**

Please help all children, regardless of age, to the toilet if they ask for assistance. Once in the toilet, and if you need to walk away, don’t forget they are in there and keep checking. For any child to ask an adult for help is a great sign of confidence, therefore we shouldn’t be saying do it yourself, as this could dent their self confidence.

All DBS checked staff should take part in toilet time and nappy changing. If you smell something, try and find out who it is and change them. Exceptions would be if you are already tied up with another child or engaged in deep conversation with a group.

**LUNCH TIME**

Please bring the lunch rack through to the main hall. This solves the problem of children walking out of the main hall unsupervised and getting stuck with the door.

**ACCIDENTS AND INCIDENTS**

Details that the Accident Book should contain:

* the time, date and nature of any accident
* details of the child affected – not the name of other child(ren) involved.
* the type and location of the injury.
* the action taken, any subsequent action and by whom.
* the circumstances of the accident and any witnesses.
* the signatures of the staff member who dealt with the accident, any witnesses and countersigned by the parent/responsible adult when the child is collected.
* the parent/responsible adult should get a copy.

If a child has an existing injury when they arrive at the group then if appropriate, details of this should be put in the Incident book. Please ask Wendy or Person In Charge if unsure of what course of action to take. There are other circumstance when the Incident Book should be used in preference to the Accident book – please ask for guidance.

If you need to use physical intervention to manage a child’s behaviour, you need to record this in a separate part of the incident book. Parents should be informed on the same day. Please ask if you are unsure

Parent’s must always be made aware if their child has had a head injury – this may involve telephoning them if another adult has collected their child or they have not signed the accident book. Any accidents should be signed for at the end of each session.

**FIRST AID BOX**

Please see box. If you use an item from the box, please leave a note for the nominated person to say what you have used so that they can ascertain if we need to replace/replenish item(s).

**MEDICATION**

Any parent/carer who asks the playgroup to administer medication to their child should be directed to the SENCO or the person in charge for that session.

Please note that the decision for the group to administer medication is at the discretion of the person in charge. Also, in normal circumstance sun cream does not count as medication and the parent’s should always put this on before the child comes to playgroup – it is not our responsibility.

**STUDENTS (inc. WORK EXPERIENCE) /ROTA HELPERS**

We welcome students/stay and play helpers into the playgroup. An individual member of staff may be asked to mentor/oversee a student if appropriate. Students/stay and play helpers must not administer first aid, help the children in the toilets or be left unsupervised with the children at any time.

Please be aware of what you are saying around students/stay and play helper – issues of confidentiality may arise. Also, any inappropriate comment or actions from a student or stay and play helper should be reported to the person in charge at once.

Please remember students are not counted in ratios.

**FIRE DRILLS**

These should be carried out half termly.

The person in charge of the session is responsible for checking that the building is clear and for closing doors. The deputy or nominated person collects all the registers, and a mobile phone – children, staff and visitor along with the Daycare records folder (the nominated person for this when Wendy not there is Nicky Yellow or Nikki Red).

All the staff are responsible for getting the children out of the building as soon as possible. In the case of a drill everyone should congregate by the back gate in the undercover area.

**EMERGENCY LOCKDOWN**

**Depending on the situation and information received Manager will make a decision that is safer to stay put and put setting into “LOCKDOWN”.**

Front facing doors and windows are secured until further instructions received.

Registers, Daycare records and a phone (mobile or landline) collected by a member of staff if and when safe to do so.

Door not to be opened once secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.

Curtains and blinds are closed where possible.

Children to be gathered together in a safe area to be decided by the manager at the time.

Staff do NOT make non-essential calls on mobile phones or landlines, or call 999 (again) unless there is immediate concern for safety of adults and/or children, or they feel they have critical information that must be passed on.

In the event if an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the “all clear”. Staff will always be acting on the advice of the emergency services. A record should be completed about the incident as soon as possible

**FRIDGE**

The fridge temperature should be at 5°C or below. The thermometer kept in the fridge should be checked daily in accordance with the daily risk assessment.

**PARENTS CONCERNS**

If a parent approaches you with any concern, then unless you have been directly involved with a particular matter, the parent should always be redirected to Wendy or Person In Charge – don’t lay yourself open to future complaints!

If a parent asks to talk privately about any matter, then normally this would be to Wendy or person in charge. Always make sure that make another member of staff is present in case of any allegations/inappropriate comments made.

**OTHER IMPORTANT STUFF**

**Booking holiday/time off**

Your holiday/time off entitlement is outlined in your statement of terms and conditions of employment. Any time off must be authorised prior to being taken and is granted at the discretion of the playgroup management committee. A request for annual leave may be refused e.g. where other employee(s) have already applied to take the same period off, or where the time requested is during a peak period. If you wish to apply for annual leave please give the committee your written notice of the dates requested as far in advance as possible. If you need an odd day/session off, you may be able to swap this with another member of staff. Please ask the playgroup manager if this can be arranged-don’t just swap with someone.

There is a blank holiday request from included in your handbook – please photocopy and use if you need to request any time off. Thank you.

For other types of leave i.e. dependant’s, parental, bereavement, statutory entitlement will apply. Your contract will have details of any entitlement above the minimum entitlement. Please contact the playgroup manager to arrange and give as much notice as possible

**Sickness absence/unplanned absence**

It is your responsibility to inform the playgroup manager as soon as you know that you are not able to attend work, or as soon as is reasonably practicable.

Please contact Wendy Cross by telephone on 01908 502100(home) or 01908 506982 (playgroup during opening hours). This will enable cover to be arranged where appropriate. If possible, give an indication of the length of absence that is likely. You should give regular update if your absence continues.

|  |  |
| --- | --- |
| *Length of sickness absence* | *Responsibility of employee* |
|  |  |
| For sickness up to 7 days | Complete a self-certification on the first day of your return to work.  (copy of form in handbook) |
|  |  |
| If sickness extends beyond 7 days | Provide a medical certificate promptly and continue to provide medical certificates promptly if the period of sickness continues. |

The early years setting may request a return to work certificate or confirmation of fitness to work following sickness absence in cases where the prognosis is unclear or where there has been a protracted or repeated period of sickness absence. A return to work meeting may also be appropriate for longer absences.

*Medical and dental appointments*

We prefer you to make appointments with your doctor, dentist or hospital outside working hours or at the beginning or the end of the working day. Where this is not possible, agree a mutually convenient time with your line manager and give at least 48 hours notice.

**Appraisal**

The appraisal meeting is a process of looking backwards to analyse past job performance, and looking forward with a view to improving future performance. The overall objective of the appraisal process is to help employees to maximise her/his job performance for the joint benefit of the appraisee and the playgroup.

Regular meetings will take place throughout the year to review the objectives set and progress made against them.

**Discipline and Grievances**

The playgroup has written procedures for both discipline and grievance. You should have already have a copy of these with your contract of employment. If you need a further copy please speak to the playgroup manager.

**Dignity at work**

The playgroup is committed to ensuring that you are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place.

If you feel you have been treated in a way you find unacceptable, please speak to the manager in the first instance or another member of the management committee.

**Whistleblowing – Ofsted Whistle Blowing hotline – 0300 123 3155 Email:** [**whistleblowing@ofsted.gov.uk**](mailto:whistleblowing@ofsted.gov.uk)

**NSPCC Whistleblowing advice line – 0800 028 0285 Email: help@nspcc.org.uk**

It is important to the playgroup that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported and properly dealt with. The playgroup therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the playgroup or the way in which the playgroup is run.

Whistleblowing relates to all those who work with or within the playgroup who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure. If you have a concern about malpractice within the organisation then you should use the procedure outlined below.

* Report any concerns to the manager. If this is not possible, then report your concerns to another member of the committee.
* All employees and those involved with the playgroup should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
* Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
* You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
* Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
* If misconduct is discovered as a result of any investigation under this procedure the playgroups disciplinary procedure will be used, in addition to any appropriate external measures.
* If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
* An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such a manager, you should not agree to remain silent. In this event you should report the matter to the committee.

**Redundancies**

An employee who is made redundant will be eligible for a statutory redundancy payment provided that he or she has at least two years' continuous service.

The amount of any statutory redundancy payment is based on three factors: an employee's age, salary and length of service. An employee is entitled to receive:

* half a week's pay for each year of employment in which the employee was aged 21 or under;
* one week's pay for each year of employment in which the employee was aged between 22 and 40; and
* one and a half week's pay for each year of employment in which the employee was aged 41 or over.

The maximum number of years of employment that can be taken into account is 20. There is also a cap on a week's pay which is used to calculate a week’s pay.

**Drugs and alcohol**

The playgroup aims to promote the general well-being of all employees, to avoid unnecessary illness, absences and accidents, to improve work performance and to provide a working environment which ensures, as far as possible, the health and safety of all employees. All medication including pain killers must be kept away from the children at all times.

If you suffer from an alcohol or drug addiction, then you are expected to notify the playgroup. It is a disciplinary offence to attend work where the use of either alcohol or drugs impairs the safe and efficient running of the setting or the health of its employees and service users.

**Claiming expenses**

The playgroup allows up to a maximum of £2.00 for each course attended in relation to travelling expenses. A claim form (please ask for one when required) should always be completed and submitted within one month of the date of the course. If a claim is submitted after this time then it will not be paid.

**Change of personal details**

If you change your address, contact details, next of kin details or bank account you are required to immediately inform the playgroup so that our records are up-to-date. If you change your name by marriage or deed poll, then the original relevant legal document must be presented to the playgroup for review e.g. marriage certificate.

**Data protection**

General Data Protection Regulation 2018 is intended to protect people’s privacy by controlling the use of personal information held on computer and filing systems. The playgroup holds and processes the

data it collects about you during your employment only for the following purposes:

* Administration and management of employees.
* Our business.
* Compliance with relevant procedures and laws.

All data is treated with absolute confidentiality and security measures are taken at all times.

If you are dealing with data relating to the playgroup or its users you must take adequate precautions to ensure confidentiality and to protect the playgroup and its employees from any liabilities.

We expect all employees to observe the General Data Protection Regulation 2018 when collecting, processing and storing early years setting related data. For further guidance please contact your line manager.

We expect you to keep data securely by:

* **locking away any personal information in paper form** and the playgroup laptop during non working hours, unless:
* the settings staff including the Administrator and Special Educational Needs Co-ordinator need to work from home **(not kept in a car)** e.g. updating child observation records, updating records on the laptop **Any information will be transported from home to setting and vice versa without detouring. Information of a sensitive nature will be kept private as possible.**
* the playgroup laptop will be encrypted and password protected. Antivirus software will be installed and maintained. The laptop will not be accessed by anyone other than the Administrator without authorisation

**Computers and electronic communications**

*Personal blogs*

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of the playgroups confidential information, breach copyright, defame the playgroup or its suppliers, customers or employees; bring the playgroup into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

*Social networking websites/social media*

The playgroup respects employees right to a private life. However, the playgroup must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:

* refrain from identifying yourselves as working for the playgroup;
* ensure that you do not conduct yourself in a way that is detrimental to the playgroup; and
* take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the playgroup.
* are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
* are aware that images, such as those on Facebook etc. may still be accessed by others and a permanent record of them made, e.g. by taking a screenshot from a mobile phone
* not share information they would not want children, parents or colleagues to view
* be careful if you have service users/children/parents as friends, as there could be a breach of professional conduct
* report any concerns or breaches to the designated person (Manager)

*Cyber bullying*

The playgroup is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

*Telephone use*

The playgroup provides its employees with access to the telephone for work-related purposes. However, if there is an urgent personal call that you need to make, then you are able to use the playgroups telephone or use your personal mobile, provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of the manager.

**Copyright**

Under the provision of the Copyright, Designs and Patents Act (1988), the copyright of any material (whether written, graphic or in any other medium) which is created by you in the course of your employment with the playgroup, is the property of the early years setting.

**Resignations**

When resigning, it is important that your resignation is in writing to avoid confusion about your resignation date. Your required notice period is set out in your statement of terms and conditions of employment. As part of this process the playgroup will ask you for feedback on your decision to resign in order to improve its retention practices, where appropriate.

**Safeguarding children**

**Reporting concerns - Please see appendices A and B**

You have an obligation to report any concerns relating to the health, safety or welfare of children within the playgroup. If you have any concerns these should be communicated using the line management or whistleblowing arrangements.

**Police investigation, caution or charge**

You have an obligation to report any incident which you are subject to that leads to a police investigation, caution or charge which is related to your employment (e.g. a child related offence).  If you are uncertain as to whether to report being subject to police investigation, caution or charge you must speak to your line manager.

**Code of Conduct/Procedures – Please see appendix C** (sign and return original and a copy will be returned to you)

**Health and safety**

Your health and safety is of prime importance to us, therefore:

* we will ensure as far as reasonably practicable, the health, safety and welfare at work of all our employees;
* we aim to conduct our work in such a way that children, carers and employees are not exposed to risks to their health and safety; and
* we will communicate with you on health and safety matters.

We also expect you to:

* work safely and efficiently in accordance with our instructions;
* know the rules relating to health and safety and follow these;
* report and record any accidents as soon as possible after they happen;
* take reasonable care of your own health and safety and that of others who may be affected by your actions;
* know the fire and evacuation procedures; and
* co-operate with your line manager to ensure that the highest standards of safety are maintained at all times.
* Hot drinks MUST be drunk whilst standing by the hatch or in the kitchen. Do not carry hot drink around the children.

**Personal Accidents**

If an accident or injury happens to you as an employee:

* let your line manager know;
* let a first aider know in case treatment is needed- we have a first aid box; and
* make sure the accident has been recorded in the Accident Record Book.

**Smoking and/or Electronic Cigarettes**

Smoking in any form is banned within the playgroup and its outdoor space and public walkways. Smoking breaks are not allowed during normal working hours and employees should their lunch break for this.

Employees breaching this rule are likely to face disciplinary action through the organisation’s disciplinary procedure.

**Fire**

Make sure you know the procedure for evacuating the building which you were taken through in your induction. Familiarise yourself with the fire exits and fire alarm call points. Your line manager will advise you what the procedures are. Please ensure that you:

* never block the fire exists or the routes leading to them;
* raise the alarm by breaking the glass on the nearest alarm point;
* leave by the nearest exit, if you have heard the alarm; and
* only fight the fire if it is safe to do so and with the right fire extinguisher.

**Emergency Lockdown – please see page 5**

**Food handling**

The early years setting needs to make sure that it maintains the highest standards of hygiene. During your induction, you will have been introduced to our hygiene procedures and if necessary you will receive further training.

**Lifting and manual handling**

Lifting and handling equipment is a common activity in the playgroup. If it is done incorrectly it can lead to problems. Guidance is provided within the staff handbook pack.

**Dress code** If you work directly with children you are required to dress appropriately for your role when in the setting. Therefore, please wear appropriate clothing (uniform is supplied) and footwear. If you are unable to wear uniform, then ensure your top is not too revealing (strappy tops are not appropriate) and that they do not have any indecent graphics and/or words.

**Personal items e.g. bags**

Please hang coats up and store any other items including bags in a cupboard off the main room away from the children.

**Mobile phones**

*Mobile phones in the setting*

Employees must ensure that personal mobile phones are not carried about their person during working hours. Personal mobile phones must be switched off during working hours, although can be used in staff rooms or outside of the premises during lunch or rest breaks. If your mobile phone needs to remain on, please place it in the box provided which is kept in the kitchen.

Employees should give the setting’s telephone number as an emergency contact.

Where trips are taken outside of the setting e.g. outing and mobile phones are not provided by the setting, employees may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings book.

*Camera and video phones*

Camera and video phones may not be used at work for the purpose of photography unless express permission has been granted.

Employees found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

The early years setting will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the General Data Protection Regulation.

**Other information**

Please look at the staff and parents notice board(s) – course(s), NIGHT’S OUT, working hours and any other information will be displayed here.

If you have any worries/concerns/complaints – please speak to Wendy in the first instance, or another member of the management committee if more appropriate. Any questions about wages or training should be addressed to Anne.

Staff meetings should be attended by everyone.

AFTER ALL OF THIS YOU SHOULD REMEMBER THAT WE HAVE A GREAT TEAM AT THIS PLAYGROUP. PEOPLE FROM OUTSIDE ARE ALWAYS COMMENTING ON THE NICE ATMOSPHERE. YOU ALL HAVE GOOD IDEAS AND WORK HARD. WE HAVE A LAUGH AND A JOKE AND THIS CONTRIBUTES TO THE PLAYGROUP, MAKING IT A HAPPY, WARM AND WELCOMING PLACE TO BE.

REMEMBER ABOVE ALL