



Please enclose your P45 (or forward it to [wellingtonsforlangleyhall@gmail.com](mailto:wellingtonsforlangleyhall@gmail.com) when you have it) and complete the bank details below for payroll purposes.

**Name of employee**

**Name of Bank**

**Sort Code**

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**Bank account number**

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**Building society reference (if relevant)**

## **BARRED LISTS CHECK REQUEST**

**PF18**

**v3**

First names

Surname

Full name at birth  
(first names & surname)

Other names used

Current address in full  
incl. postcode

Previous address in  
full  
incl. postcode

Date of Birth

Town of Birth

National Insurance Number

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**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI2013 1198. Failing to make such a declaration or providing false information is an offence which could result in rejection of the application, summary dismissal if already selected and possible referral to the police and/or the Disclosure and Barring Service (DBS).**

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

YES

NO

If YES, please provide full details in a sealed envelope marked with your name and CONFIDENTIAL

Have you ever been disqualified from working with children?

YES

NO

Are you named on the DBS Barred Lists or Sex Offender's Register, or subject to

YES

NO

sanctions imposed by any regulatory body such as (but not limited to) the National College for Teaching and Leadership?

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**TO BE COMPLETED BY THE SETTING MANAGER OR PROPRIETOR**

Current name proven using  (state document used)

Date of birth proven using  (state document used)

Current address proven using  (state document used)

Visual identity proven using  (state document used)

Original document(s) seen by  (print name)

E-mail address for result notification

Is the position a 'Regulated Activity' and so eligible for a Barred Lists check?

Barred Lists check requested on  result received on

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## **STAFF COMMUNICATION CODE**

Wellingtons for Langley Hall staff understand that it is important to work at developing positive relationships so that all children and staff feel secure, happy and settled.

This code was created in November 2019. All staff are encouraged to consider the code in their day to day communications with each other, parents and children.

## Communication with Colleagues

1	We will not talk to one colleague about another colleague in a disparaging way. The test will be to consider if the statement or communication can be said openly to all, and especially to the colleague who is the subject of the conversation, without causing upset or offence.
2	We will check all rumours, gossip and information for factual accuracy before passing it on.
3	We will look for the good in people and communicate people's positive attributes to them and others frequently and generously.
4	We will hope and expect that everyone within the organisation will work hard and play their part effectively within the team. We will encourage others with enthusiasm and by offering genuine support when needed.
5	If a member of the team disappoints or upsets us we will address this behind closed doors having planned for the conversation and delivered it in a calm non accusatory manner. We have the right to express how someone else's actions may be making life difficult for us and we have the responsibility to listen to and accept their response.
6	We will be willing to own up if we have done or said something wrong and be willing to apologise. We also have the right to expect our mistakes to be forgiven and for us to move on making a fresh start.
7	We will encourage everyone to achieve their full potential.
8	If we can't say anything nice about someone we won't say anything at all.
9	We will be welcoming to new members of staff and help them to settle in.
10	We will be tolerant when someone makes a mistake adopting a 'no blame' culture which encourages staff to honestly self-evaluate what happened to ensure that they and others can learn from it.

## Communication with Parents

1	We will approach parents with a welcoming, professional attitude.
2	We will respect the contribution they can make to their child's education and engage them in the process.
3	We will listen to their point of view.
4	We will use formal channels as a means of communication with parents, sharing the children's activities with them via our Facebook Parent Zone platform and informing them often of their child's achievements.
5	We will tell them positive things about their child first – earning the right to tell them how their child needs to improve.
6	We will inform parents of our guidelines, methods, policies and procedures with patience, giving consideration to those who find communication difficult. This includes parents who are busy or under pressure themselves and therefore often miss important messages.
7	We will be direct and frank when necessary not giving 'woolly' replies but offering practical advice and guidance.
8	We will not make false promises.
9	We will be willing to give parents time – even if we are busy.
10	We will admit when we do not know the answer to their question and be willing to apologise when we get something wrong.

## Communication with Children

1	We will work at discovering a child's talents and skills, interests and qualities and nurture their development through our communication with them.
2	We will not shout at children or belittle them.
3	We will model good communication skills for children to follow.
4	We will use praise and encouragement to motivate at all times.
5	We will genuinely enjoy the children's company, sharing, talking and smiling; or telling them (appropriately) how we feel about their achievements, comments or suggestions.
6	We will choose our words wisely showing we care about the children and aim to develop their self-esteem to be as high as it possibly can.
7	We will not bring the pressures of our day/personal circumstances to affect relationships we have with children; putting their needs first AT ALL TIMES.
8	We will talk positively and engagingly with children at all opportunities from the time they arrive at the nursery until the time they leave at the end of the session.
9	We will consider tone of voice and body language when talking to children, understanding the messages we may be sending out if we do not get this right.
10	We will meet and greet, end and send with a genuine smile showing that we are pleased to be in their company.

By signing this document, I agree to adhere to the Communication Code at all times.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## **CONFIDENTIAL APPLICATION FORM (NEW EMPLOYEE)**

**PF6**  
v4

All successful applicants will be required to provide information to support an Enhanced Disclosure and Barring Service (DBS) Check and Barred Lists check.

We will seek references on all short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

We will ask your most recent / previous employer (or voluntary organisation) about any disciplinary offences relating to children, including any for which the penalty is "time expired", and whether you have been the subject of any safeguarding concerns and if so, the outcome of any enquiry or disciplinary procedure.

**Position applied for**

### **Personal Information**

First Names

Surname

Current address in full  
including postcode

Home telephone  
number

Mobile number

E-mail address

National Insurance Number

All applicants selected for interview will be required to provide evidence of their right to work in the UK. Those selected will be given details of the documentation to bring with them to the interview. We will ask to see the documents only after the interview has concluded.

### **Equal opportunities**



We will shortlist candidates for interview based only on the information received on this application form. All shortlisted candidates will be asked to advise us if they have a disability which will require us to make adjustments for the interview.

**Education (Schools attended since age 11)** please continue on a separate sheet if necessary

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## School examinations

Subject	Result	Awarding Body

**Further Education and training** please continue on a separate sheet if necessary

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\_\_\_\_\_

\_\_\_\_\_

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Address of college / university 2

Attended college / university 2 from

to

### College/University examinations

Subject	Result	Awarding Body

### Previous Employment (and unemployment) – since leaving secondary school

Please include details of your most recent employment (and unemployment) first and use the spaces below to give details of other employment (and unemployment) since leaving secondary school, working backwards from the most recent. You must include details of all part-time employment and voluntary work and also explain any gaps in your employment history. Please answer all questions and continue on a separate sheet if necessary.

Present / last employer

Address

Starting date

Leaving date

Job title

Salary

Employment status

Part-time

Full-time

Hours worked per week

Reason for leaving

Previous employer

Address

Starting dateLeaving date

Job titleSalary

Employment status

Part-time

Full-time

Hours worked per week

Reason for leaving

Previous employer

Address

Starting dateLeaving date

Job titleSalary

Employment status

Part-time

Full-time

Hours worked per week

Reason for leaving

Previous employer

Address

Starting dateLeaving date

Job titleSalary

Employment status

Part-time

Full-time

Hours worked per week

Reason for leaving

Please state your personal qualities and experience that you believe are relevant to your suitability for the position for which you are applying, and how you meet the person specification for this position.

Please state your views on early years education.

Interests and hobbies  
(give details of pastimes, sports etc.)

Offices held in social / sports clubs etc.

Do you read or speak any language other than English?

YES

NO

If yes, which languages?

If offered this position, would you continue to work elsewhere?

YES

NO

If yes, please give details

Are you related to, or have a close, personal relationship with any employee of Wellingtons for Langley Hall?

YES

NO

If yes, please give details

## Suitability Declaration

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI2013 1198. Failing to make such a declaration or providing false information is an offence which could result in rejection of the application, summary dismissal if already selected and possible referral to the police and/or the Disclosure and Barring Service (DBS).

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

YES

NO

If YES, please provide full details in a sealed envelope marked with your name and CONFIDENTIAL

Have you ever been disqualified from working with children?

YES

NO

Are you named on the DBS Barred Lists or Sex Offender's Register, or subject to sanctions imposed by any regulatory body such as (but not limited to) the National College for Teaching and Leadership?

YES

NO

## References

Please give the names and addresses of two people who have recent professional knowledge of your work (i.e. not solely friends or relatives), to whom reference may be made.

In providing these details you authorise the obtaining of references to support this application and release Wellingtons for Langley Hall and referees from any liability caused by giving and receiving information.

### Reference 1

### Reference 2

Name	Name
Email	Email
Address	Address
Job Title	Job Title
Daytime phone number	Daytime phone number

## Declaration:

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement or deliberate omission may be sufficient cause for rejection, or if employed, dismissal and possible referral to the police

I agree that if any of the information provided by me on this form changes, I will contact Wellingtons for Langley Hall to update the information, in confidence.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Ensure that you have completed all sections of this form. You may attach a supporting letter if you wish.

### FOR OFFICE USE ONLY

Ensure this application is assessed strictly against the Job Description and Person Specification and ensure Recruitment Score Sheet **PF31** is attached.

Interviewed by

On  (date) at  (time)

DBS Form checked and ID seen by

Type of ID

**AFTER INTERVIEW, COMPLETED QUESTION NOTES SHOULD BE ATTACHED TO THIS FORM**

**ALL APPLICATION FORMS (WHETHER OR NOT SUCCESSFUL) TOGETHER WITH SELECTION DOCUMENTATION WILL BE KEPT FOR A MINIMUM OF 6 MONTHS AND SECURELY DESTROYED (SHREDDED) WHEN NO LONGER REQUIRED**

## CONFIDENTIAL HEALTH DECLARATION

PF33

Name

Date of birth

Please complete this questionnaire which will be used to help us to confirm that you meet the EYFS requirement to be medically suitable to work with children. If we have any concerns about your physical or mental suitability to work with children arising from the information you have given, we may seek further clarification from you and/or may refer you to a doctor appointed by the setting so that a medical examination can be carried out. All information will be treated in confidence.

Do you have any medical condition that:	No	Yes	If yes, please give details
1 Affects your physical ability i.e. stamina, walking, balance, bending, kneeling, lifting a child?			
2 May impair your consciousness, make you black out, lose concentration or become confused or disorientated?			
3 Affects your hearing in any way (after correction with any hearing device)?			
4 Affects your eyesight in any way (after any lens correction)?			
5 Causes depression, anxiety, panic attacks, mood swings, anger etc?			
6 Causes severe pain?			
7 Causes excessive drowsiness?			
8 Affects you in any other way?			

9	Have you been investigated or treated for any of the above in the past 5 years?				
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Are you suffering from, or have you ever suffered from any of the following? Please indicate with an asterisk (*) any conditions that are still current.		No		Yes	If yes, please give details
1	Depression, anxiety, stress-related illness or other mental health problems, including self-harm and eating disorders				
2	Blackouts, fits, epilepsy or faints				
3	Heart problems				
4	Diabetes				
5	Breathing difficulties such as asthma				
6	Problems with back, neck, arms, legs or joints				
7	Alcohol or drug dependency or misuse				

Have you ever suffered from or been in contact with a significant infectious disease, such as tuberculosis or hepatitis?				
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What is your alcohol intake a week in units? (1 unit = 1 small glass of wine or ½ pint standard strength beer)				
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<p>To the best of my knowledge and belief the information given above is correct. I understand that if I am appointed and if the information I have provided is incorrect, I will be liable to dismissal.</p> <p>Signed _____ Date _____</p>				
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## **DECLARATION OF CONTINUING SUITABILITY**

**PF30**  
v4

It is a condition of employment that all staff (including the management team) at Wellingtons for Langley Hall complete a Declaration of Continuing Suitability.

This allows us to fulfil our duty as employers in ensuring the continued safety of the children and young people in our care.

Name of employee

### **Declaration of Medical Fitness**

I confirm that I am in generally good physical and mental health and that I am fit to work with children and fulfil all the requirements set out in my job description and person specification.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I am unable to sign the Declaration of Medical Fitness (above) and wish to have a confidential meeting with my Line Manager / Head of Setting.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Declaration of Criminal Record**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. Failing to make such a declaration or providing false information is an offence which could result in summary dismissal and possible referral to the police and/or the Disclosure and Barring Service (DBS).

I confirm that I have received no convictions, cautions or bind-overs for any offence since my last declaration and that there are no actions / investigations in progress against me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I am unable to sign the Declaration of Criminal Record (above) and wish to have a confidential meeting with my Line Manager / Head of Setting.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Declaration regarding involvement with Children's Social Care**

I confirm that I and no other person either in my family or living in my home has been in the past, or is now, the subject of a social care plan.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I am unable to sign the Declaration of Involvement with Social Care (above) and wish to have a confidential meeting with my Line Manager / Head of Setting.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Wellingtons for Langley Hall

## **HEALTH AND SAFETY INDUCTION**

Health and safety is very important to us at Wellingtons for Langley Hall.

Please take ten minutes to read this pack and when you have done so, sign and date this page and return it to the Head of the setting. Keep the rest of the pack for future reference.

I confirm that I have read and understood the information contained in the Health and Safety Induction pack and promise to take a full role in ensuring that the environment is as safe as possible for everyone.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Health and safety induction supervised by:

\_\_\_\_\_  
(name)

\_\_\_\_\_  
Position

## General health and safety principles

- ❖ If in doubt about the safety of anything you are going to do – ASK.
- ❖ Ensure all rugs, leads etc. are properly secured, with tape if necessary. Tripping is one of the main causes of injury.
- ❖ Be careful when carrying anything hot around the setting, i.e. cooking, lunch, hot drinks etc.
- ❖ Lift correctly, ask for help if necessary and follow manual handling guidelines (see later in pack).
- ❖ Avoid storing items above head height.
- ❖ Ensure all tall furniture e.g. cupboards, shelves etc. are properly fastened to the wall.
- ❖ Use a ladder or steps when you need to reach anything high. Do not allow children to climb on furniture, window sills etc and do not do this yourself. (see Working at Height [HPo9](#)).
- ❖ Ladders may only be used when the room is empty of children.
- ❖ When working at height, ensure that the ladder is steadied by another member of staff.
- ❖ Extra care must be taken when using hazardous substances (chemicals, Tippex, disinfectant etc).
- ❖ It is not advisable to use plastic bags within the setting, wherever possible find an alternative and tear up bags before disposal.
- ❖ Chairs, children's belongings and equipment must be safely stored to prevent trip hazards.
- ❖ Be careful about becoming over friendly with parents/visitors. Advise a senior member of staff if you feel conversations or physical contact is inappropriate.
- ❖ If you see anything which you know is unsafe – **YOU** should either correct the problem, e.g. mop up spillage, or report it immediately and make the area safe until the problem is rectified.
- ❖ Staff and children must not run in the setting unless as part of a planned activity.
- ❖ When opening doors, do so slowly and use the vision panels where provided to ensure no one is behind the door as it opens.
- ❖ Teach children not to put their fingers in door openings, even if hinge protectors are fitted.
- ❖ Classroom equipment must be safe, suitable for the purpose and appropriate for the children's age/ability.
- ❖ Children should be supervised at all times when eating or drinking.
- ❖ All electrical sockets must have properly fitted safety covers when not in use and be switched OFF even if hidden behind furniture.
- ❖ All chemicals, poisons and hazardous substances must be properly labelled and kept in a locked cabinet or cupboard.
- ❖ Medicines must be kept out of the reach of children in the designated cupboard/fridge.
- ❖ Scissors must be kept out of reach or closely supervised at all times.
- ❖ Balloons (inflated or not) are not permitted in the setting, unless closely supervised as part of a planned curriculum activity and must be destroyed immediately after use.
- ❖ Commercially available play dough is only permitted within the setting if the manufacturer has assured us in writing that it does not contain nut oil.
- ❖ Children should be carried only when absolutely necessary.
- ❖ Children must be supervised at all times when playing in or near water – both inside and outside the building. The dangers of HOT water must also be considered.
- ❖ Children must never be left unsupervised.
- ❖ Drawing pins should not be brought onto the premises, a staple gun is a safer method for creating displays and putting up notices.

Safeguarding children – see also Safeguarding Children Policy [SPo2](#)

- ❖ Staff working in one-to-one situations with children and young people may be vulnerable to allegations of improper conduct. Staff should recognise this possibility and plan and conduct themselves accordingly.
- ❖ Every attempt should be made to ensure that the safety and security needs of both staff and children are met and any concerns are raised with the Head of the setting.

**Outdoor safety** - see also Outdoor Safety Policy [HPo13](#)

- ❖ Children should never leave the building or grounds without an appropriate adult.
- ❖ Children must never be left unattended when outside.
- ❖ Parents are asked to let staff know if their child is going to be collected by someone different that day.
- ❖ Children must be protected from any garden maintenance and repair work.
- ❖ At least two members of staff should be on duty outside. If a child is injured they should be handed over to an adult inside and the staff should return to their duty.
- ❖ Nettles and toadstools/mushrooms as well as discarded clinical items (syringes, condoms etc.) must be reported to the Head of the setting and removed as soon as possible. Children should be prevented from gaining access to the affected area until safe removal and clean up (disinfectant etc.) is complete.
- ❖ Members of staff on duty should ensure that they always carry a whistle and should be fully alert at all times.
- ❖ Staff should circulate separately and supervise the whole outside area.
- ❖ Children must be discouraged from climbing on the fencing, benches or trees.
- ❖ Staff must remain vigilant at all times, looking for dangerous or potentially dangerous situations and remedy and/or report them immediately.

**Taking children off-site** - also see Educational Visits Pack

- ❖ Special consideration must be given to the potential dangers when taking children off-site.
- ❖ All staff must ensure that they follow the policies and guidelines contained within the Educational Visits Pack.

**Behaviour & discipline** – see also Behaviour Management Policy [SPo4](#)

- ❖ Children must be treated with respect.
- ❖ When asking a child to do something, remember to say please and thank you.
- ❖ Reason with a child, do not shout at them.
- ❖ Children must never be made to sit on a “naughty chair” or put facing a wall. It is humiliating and teaches them nothing. If it is felt that “time out” is required, keep this as brief as possible and reintroduce the child to the class activity as soon as possible. Ensure the Wellingtons for Langley Hall Behaviour Management Policy [SPo4](#) is followed.
- ❖ If a child does something “wrong”, explain that you are unhappy with what they did. Never tell a child they are naughty – they will live up to your label!
- ❖ If a child acts inappropriately
  - First - ask them not to – and explain why.
  - Second - ask them again, explain why and warn them they will have to come away.
  - Third - take them away from the activity, explain why and give them something else to do.

- ❖ If a child will not move away when asked, lift them under the arms, move them calmly and gently put them down again. Do not carry them across the room.
- ❖ **NEVER** grab a child and pull them away, pick them up by their arms or use any physical force.
- ❖ After disciplining a child, look for an appropriate action and praise it immediately and publicly.
- ❖ Staff must not smack or use other physical force, or threaten to smack or use other physical force on any child.

**Hazardous substances** - see also COSHH (Control of Substances Hazardous to Health) [HPo5](#) and Clothing and Personal Protective Equipment Policy [HPo15](#)

- ❖ Hazardous substances are defined as anything which could cause harm by being touched, inhaled or swallowed in small or large quantities. This includes both “chemicals” and everyday substances such as washing up liquid or Tippex which can also result in harm if not handled properly. These substances are the subject of regulations commonly referred to as COSHH (Control of Substances Hazardous to Health).
- ❖ Staff have a duty to ensure that any such items are stored properly and used safely according to the information provided on the Hazard Data Sheet.
- ❖ All hazardous substances should be kept in a locked cupboard and the key must not be given to children under any circumstances.
- ❖ Wellingtons for Langley Hall has detailed Hazard Data Sheets for all substances used or stored. These are obtained from individual suppliers and manufacturers and are kept in a file. Please ask to be shown where this file is kept.
- ❖ Any member of staff using, or supervising the use of any hazardous substance must make themselves aware of any necessary precautions to be taken when using the substance, together with the first aid treatment, fire and spillage procedures in case of accident. For this purpose, abbreviated information sheets may also be produced by Wellingtons for Langley Hall as an emergency guide, but these are not designed to replace the full COSHH Hazard Data Sheet.
- ❖ All hazardous substances must be stored in their original container with the label clearly visible at all times. If it is necessary to decant a small amount of the substance, appropriate precautions must be taken during the transfer in line with the COSHH Hazard Data Sheet guidelines. All decanted substances must bear a label clearly stating the full name of the substance contained, whether diluted (with the dilution strength) or full strength and the manufacturer’s name. This will assist with the location of the appropriate Hazard Data Sheet if an incident occurs with the substance at any time.
- ❖ Personal Protective Equipment (PPE) is supplied by Wellingtons for Langley Hall for staff when handling hazardous substances (see Clothing and Personal Protective Equipment Policy [HPo15](#)). Staff should ensure that where recommended on the Hazard Data Sheet, gloves, goggles, apron etc are worn.
- ❖ An evaluation of the impact of asbestos has been done on the building and grounds and you will be advised of areas that should not be disturbed. This includes only installing displays in designated places. If you are at all worried about asbestos please discuss this with the school Health and Safety Officer.

**Display screen equipment** – see also Display Screen Equipment Policy [HPo7](#).

If you use a computer as part of your job or training, please make sure that you follow the guidelines for avoiding health problems.

**Manual handling** - see also Manual Handling Policy [HPo6](#)

- ❖ Lifting incorrectly can cause injury.
- ❖ Staff must ensure that they only lift or move heavy or bulky objects after proper consideration.
- ❖ Study Manual Handling at Work [HR3](#) and seek advice if unsure.
- ❖ Seek help if necessary.
- ❖ Special care should be taken when lifting from the floor, or from above shoulder height.
- ❖ Avoid lifting or carrying bulky or heavy objects if children are in the room.

**Electrical equipment** – see also Electrical Equipment Policy [HPo11](#)

- ❖ Staff and children should not bring in electrical equipment from home.
- ❖ All staff should carry out a brief visual check of any electrical equipment each time before it is used – even if it already bears a safety inspection sticker. This visual inspection by staff should include the state of the plug and cable and any damage to the equipment itself.
- ❖ Items found to be damaged should not be used, but clearly marked "NOT TO BE USED", removed to a safe place if possible and reported to the Head of the setting.

**First aid and medicines** – see also Medical Information Policy [HPo19](#)

- ❖ First aid equipment and supplies must be stored out of reach of children and in their designated place.
- ❖ Names of holders of first aid certificates are displayed around the setting.
- ❖ Injuries to anyone at the setting must only be treated by someone holding a current First Aid certificate.
- ❖ All injuries must be recorded following Dealing with Adult Accidents Procedure [HPr3](#) or Dealing with Child Accidents Procedure [HPr4](#) as appropriate
- ❖ Injuries to staff must be recorded by someone other than the member of staff who is injured.
- ❖ All medicines must be stored in the designated place (according to individual specific storage requirements)
- ❖ An authorisation form (Medicine Authorisation [HF24](#) or Long-term Medicine Authorisation [HF25](#)) must be completed by a parent/guardian before any medicine is administered to any child.
- ❖ All medicines must be written into the Master Medication Book [HF29](#) and Child Medication Profile [HF30](#) before being administered by a qualified member of staff and should be witnessed.
- ❖ Children must not be given medication during the first 3 hours they attend unless the parent / guardian has completed a Long-term Medicine Daily Update [HF26](#) or has been telephoned and confirmed when their child was last given medicine.
- ❖ Equipment for dealing with cleaning up vomit or other body fluid is provided.
- ❖ All staff must be aware of the Medical Alert Policy [HPo24](#) and rigorously follow the Medical Alert Procedure [HPr7](#). Information on children and staff identified with severe or life-threatening medical conditions are displayed in all playrooms, dining areas, staff room, kitchen and office.

**Security**

- ❖ Do not let anyone into the setting who is not known to you. Refer unknown callers to a senior member of staff who will check their identity and issue a visitor's badge if appropriate.

- ❖ Always ensure that front door is shut firmly after you let someone in or go out yourself.
- ❖ Staff should try not to visit the setting out of hours without first advising the Head of the setting.
- ❖ Always ensure that the front door is locked if you are away from the office and whenever you are alone in the building.
- ❖ If you see anyone in the building who is not known to you and who is not wearing an official visitor's badge, you should politely challenge them and establish their identity. They may need to be escorted to a senior member of staff for a badge.
- ❖ Staff should not bring valuables or large amounts of cash to the setting. If this is essential, arrange for it to be locked in a secure place.
- ❖ Staff belongings should be stored safely and appropriately - the contents of handbags etc. may be hazardous to a curious child.
- ❖ A senior member of staff should be advised if anyone is observed loitering or acting suspiciously in or close to the premises.

### **Emergency evacuation procedure** – see also Emergency Evacuation Policy [HPo26](#)

Make sure that you are familiar with the location of alarm call points, fire extinguishers, evacuation routes from the parts of the building that you use and the location of the emergency exits. See the plan attached and by the door of each room.

#### Evacuation

- ❖ If you discover a fire, operate the nearest RED alarm call point. REMAIN CALM.
- ❖ Do not attempt to tackle the fire.
- ❖ Gather children together, travel in an orderly line.
- ❖ Evacuate the building via the designated route displayed by the door in each room. If blocked, use the nearest safe exit.
- ❖ DO NOT remove personal items, collect coats etc.
- ❖ Designated staff will telephone the emergency services and check the building is empty.
- ❖ Designated staff will bring registers, children's emergency contact numbers and visitor's book.

#### Meeting Point

- ❖ All staff, children and visitors should gather in the designated meeting area, if the fire is close to this area – move away to an area which does not cut off your means of escape but which can help in the control of the children. .
- ❖ No one may return to the building until told it is safe to do so.

#### Emergency Exits

- ❖ Evacuation procedures and exits are displayed beside the door to each room.
- ❖ In the event of being trapped in an upstairs room:
  - Close the door and identify your position with a "flag" out of a window.
  - Keep together away from fire area and await emergency services for assistance with exit.
  - Listen at the window for instructions





## **PROTECTED CHARACTERISTICS MONITORING (STAFF)**    **PF32**

In order to enable Wellingtons for Langley Hall to monitor particular protected characteristics identified in the Equality Act 2010, we would ask you to complete the form below. This form is confidential and the information received used only for monitoring and statistical purposes only.

Applicants / employees are requested to tick the relevant boxes below. If your ethnicity is not specifically stated and you wish us to record it separately, please add it to the box under the relevant broad category.

### **GENDER**

☐ Male    ☐ Female

### **ETHNICITY**

(categories obtained from Office for National Statistics will allow comparison with local and national data)

#### **White**

☐ British    ☐ Irish

☐ Any other white background   

#### **Mixed**

☐ White & Black Caribbean    ☐ White & Black African

☐ White & Asian    ☐ Any other mixed background   

#### **Asian or Asian British**

☐ Indian    ☐ Pakistani

☐ Bangladeshi    ☐ Any other Asian background   

#### **Black or Black British**

☐ Caribbean    ☐ African

☐ Other Black groups   

#### **Chinese or Other ethnic group**

☐ Chinese    ☐ Other ethnic group   

☐ I do not wish to disclose my ethnic background

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**DISABILITY**

Do you consider yourself to have a disability or long-term health condition?

YES

NO

Rather not say

If yes, what is the effect or impact of your disability or health condition?



## **STAFF STANDARDS AGREEMENT**

**This staff agreement is based on the nursery's current policies and procedures, principles and practices, which can be found on our intranet. In the room**

Your white cupboard must be kept clear at all times with only the register allowed on top. The only food allowed in the room is that provided by the **kitchen** as it meets all the food standard requirements. No canned drinks to be visible. Paperwork must be filed properly inside the white cupboard. Deputy Managers will monitor this.

Toys must be **sterilized** once a week to prevent the spread of any bacteria or infection. The yellow floor must be swept and mopped (spillages mopped in Preschool) after lunch and tea so that the children have a clean area to play in. Bins must be clean at all times to prevent the spread of bacteria or infection. Bins MUST be emptied after lunch and tea so they do not overflow. Floors must remain swept and clean at all times.

Baskets must be placed next to the bed with children's belongings in, including shoes. Beds should be lined up on the floor in order. All boxes must be labeled and proper tidying must be modeled by all staff during tidy up time. Every child should have a peg, beaker and sleep basket that is labelled.

Displays should be simple and bold – with children's work mounted as necessary and clearly labelled with their names. Displays **MUST** be a celebration of children's learning with the children's work on – not done by adults. Displays must have a balance of children's work on.

No eating or use of mobile phones in the Reception Area.

We have an Open Door Policy in the office. Please come and talk to management during your break or after your shift (unless there is an emergency). Please also consider confidentiality of staff and children's information when talking in the office. Standing in the door is blocking an exit, please come inside the office and speak to us.

### **5pm staff can leave when:**

- Bins are taken out
- Tea is washed up
- Room is in ratio
- Beakers of children that have gone are washed up
- Rooms are clean, tidy and set up for the following day
- Daily Care Records have been sent – children that leave after lunch should have theirs sent by 1pm
- Garden is tidy (by the team allocated that day by the Deputy Manager – as from 6/5/19)
- Soft play area is tidy

### **6pm staff can leave when:**

- Rooms are completely tidy

- Breakfast is set up
- Provision is set for the morning
- Toilet floors are checked and restocked
- Remaining beakers are clean and ready for the next day
- Bins are taken out and bin is clean

**8:30am** starters should be in rooms for **8.20am** for hand-overs with staff on the earlier shift

## Uniform



- Black shoes
- Wellingtons T-shirt (Room Leaders wear tunics)
- Wellingtons fleece
- An ADDITIONAL jacket/layer MUST be worn when smoking
- Black trousers (no jogging bottoms)
- Sensible jewellery must be worn (that will not present a health and safety or hygiene risk), 1 ring per hand (plus wedding ring), no tongue or nose piercings, stud earrings only
- No visible tattoos
- Minimal make up; a natural look
- Nails kept short, clean and filed (as per the photo)
- Nail polish must be neutral in colour (transparent, light pink, peach, beige, brown and darker toned reds)
- Beards are to be kept tidy
- Hair must be tied back and head scarves must be tucked in

If you turn up for work with incorrect attire you will be sent home or given spare uniform.

Staff name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Staff Member Emergency Contact Form

Name:		Date of Birth:
Address:		
Mobile number:		
Email address:		

### Emergency Contact - 1

Name:		
Contact number(s):		
Relationship to you:		

### Emergency Contact - 2

Name:		
Contact number(s):		
Relationship to you:		

	Doctor's Details	Dentist's Details
Name:		
Practice Address:		
Telephone Number:		

Any other relevant information in case of an emergency i.e. allergies / ongoing medications etc:


Your employer will need this information if you don't have a form P45 from your previous employer. Your employer may ask you to complete this form or provide the same information in another format. If you later receive your P45, hand it to your present employer. Use capital letters when completing this form.

Almost all employers must file employee starter information online at [www.hmrc.gov.uk/online](http://www.hmrc.gov.uk/online)  
Guidance for employers who must file online can be found at [www.businesslink.gov.uk/payingnewemployees](http://www.businesslink.gov.uk/payingnewemployees)  
Employers exempt from filing online should send this form to their HM Revenue & Customs office on the first payday. Guidance can be found in the E13 *Employer Helpbook Day to day payroll*.

## Date employment started DD MM YYYY

[illegible]

Works/payroll number and department or branch (if any)

\_\_\_\_\_

Job title

[illegible][illegible]

## Employer PAYE reference

Office number    Reference number

[illegible]

Address

Building number

--	--	--	--	--	--

Employer name

[illegible][illegible][illegible]

Rest of address

[illegible][illegible][illegible][illegible]

Postcode

**Math**     **Grade 4**

If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to [www.businesslink.gov.uk/payeratesandthresholds](http://www.businesslink.gov.uk/payeratesandthresholds)

Enter 'X' in the appropriate box

### Box A

Emergency code on a cumulative basis

A

### Box B

Emergency code on a non-cumulative  
Week 1/Month 1 basis

B

### Box C

Code BR unless employee fails to complete section one then code OT  
Week 1/Month 1 basis

C

Tax code used

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If Week 1 or

Month 1 applies,  
enter "X" in this box

7

For employees who complete Box A or Box B starter notification is not needed until their earnings reach the NICs lower earnings limit.





# Wellingtons for Langley Hall

## Staff Disqualification Declaration

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance "Keeping Children Safe".

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/362919/Keeping\\_children\\_safe\\_in\\_education\\_childcare\\_disqualification\\_requirements\\_-\\_supplementary\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)

This update requires settings which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference:

<http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made>

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

**You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this nursery.**

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers (where required to sign), may mean that you can no longer work at the nursery.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

Reference: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>. Support will be provided with this process.

Name	Post
Please circle one option for every question	
<b>Section 1 – Orders or other restrictions</b>	
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: <a href="http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made">http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made</a>	YES / NO
Are you barred from working with Children (Disclosure and Barring (DBS))?	YES / NO
Are you prohibited from being an Early Years practitioner?	YES / NO



<b>Section 2 – Specified and Statutory Offences</b>			
Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:			
Any offence against or involving a child? (A child is a person under the age of 18)?		YES / NO	
Any violent* or sexual offence against an adult? *a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH		YES / NO	
Any offence under the Sexual Offences Act?		YES / NO	
Any other relevant offence? Available from the nursery office or at the links below: <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made</a> <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made</a>		YES / NO	
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO	
<b>Section 3 – Disqualification by association</b>			
To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations? *household – includes family, lodgers, house-sharers, household employees This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2.		YES / NO	
<b>Section 4 – Provision of Information</b>			
If you have answered YES to any of the questions above you should provide details the below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.			
Details of the order, restriction, conviction, caution etc.			
The date(s) of these			
The relevant court(s) or body(ies)			
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.			
<b>Section 5 – Declaration</b>			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
I understand my responsibilities to safeguard children.			
I understand that I must notify my nursery manager immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children			
Signed			
Print Name		Date	

