

Teitl: Title:	Staff Handbook - Toybox Nursery
Fersiwn: Version	1
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students , nursery staff, parents and children

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact assessment
Effaith ar yr Iaith Gymraeg Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Rheolwr y Feithrinfa /Nursery Manager		
Ymgynghoriad / Consultation:	<i>Rhestrwch nhw / Please list</i> Nursery staff		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		<i>Enw'r Grŵp a'r Dyddiad / Name of group & date</i>
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		15/01/2025
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	<i>Os yn berthnasol / If applicable</i>
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	<i>Os yn berthnasol / If applicable</i>
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	<i>Os yn berthnasol / If applicable</i>
	Corff Llywodraethu / Governing Body:		<i>Os yn berthnasol / If applicable</i>
Dyddiad Adolygu: Review Date:	15/01/2028		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
Send approved document for Translation using the [Translation Request Form](#)

Rhifwch bob adran a pharagraff
Please number each section and paragraph

Table of Contents

Staff handbook

Rules and Regulations	2
1. Time of Work of Reporting Sickness	2
2. Cleanliness	2
3. Holiday Entitlement and Pay	3
4. Meals and Uniforms	3
5. Medication and Alcohol	3
6. Confidentiality and Forms	3
7. Telephone	4
8. Nursery Personnel and Property	4

Rules & Regulations

The conduct required for every employee takes on a special significance at work. The nursery's financial stability, reputation, ability to offer employment, security and the provision of safe working conditions depends on each employee's individual performance.

Listed on the following pages are rules and regulations for Toybox and the standards required of the staff working at Toybox.

Anyone found not following these rules and regulations may leave themselves open for disciplinary proceedings to be brought against them.

Please ensure that you read and understand the following pages before you sign your contract of employment with the nursery. If you are unsure of anything, then please see the Manager at the nursery.

1. Times of Work and Reporting Sickness.

- 1.1 Staff are required to be punctual for work. The shift rota for starting times will be shared the week before.
- 1.2 Staff that work 7 ½ hours per day are entitled to a 15 minute break either am or pm and a 35 minute lunch break. Your senior nursery nurse will notify you of these times.
- 1.3 Please see Absence Information at HR@Deeside.
- 1.4 If you become ill overnight it is imperative that you ring Ann Johnson from 6.30am am and the nursery at 8.00am. This is to ensure that ratios are adhered too. Each day you are off sick you need to ring the nursery by 3.30pm to inform your line manager if you will be returning to work the next day or off sick.

2. Cleanliness

- 2.1 Please ensure that you have tidied any toys and equipment that you have been using away at the end of the morning session and the afternoon session.
- 2.2 Please bring any broken toys to the attention of your Team Leader. They will then bring it to the attention of the Manager.
- 2.3 If you use facilities in the staff room then you must ensure that you tidy up after yourself.

3. Holiday Entitlement and Pay

- 3.1 If you wish to take your holidays during the school / college breaks, then you must ensure that you book the time off from the nursery well in advance. The nursery cannot be held responsible for the lack of available dates to suit you.

4. Meals and Uniforms

- 4.1 Toybox provides tea and coffee making facilities. These facilities will be found in the staff room
- 4.2 Nursery uniform must be worn at all times when you are on duty. Please remember to start the day with a clean and tidy uniform.

The uniform is as follows:

- Purple tunic
- Black trousers
- Suitable footwear with soft soles for indoor use. These should be black. Mules and slip on shoes are not suitable

The nursery will provide each member of staff with two tunics free of charge. These must be handed back if you leave the nursery's employment. If you wish to purchase tunics or fleece jackets, then please see your Manager.

- 4.3 Long hair must be tied neatly back so as not to be a health hazard or dangerous to the children.
- 4.4 Jewellery should be kept to a minimum. Please remember that small children will pull on a necklace.
- 4.5 There is a staff room provided for your use at lunch times. Please store your lunches in the staff room fridge and not in the Nursery kitchen. Please remember to use staff room facilities for making tea and coffee at lunch times and not the nursery kitchen facilities. Hot or cold drinks are not allowed in any of the rooms or kitchens.

5. Medication and Alcohol

- 5.1 You are required to be free from the influence of drugs or alcohol when you are on duty in the nursery.
- 5.2 Alcohol or drugs (except non-prescription pain killers or suitable cough medicine) are not to be brought onto the premises unless authorised by the Manager. These are to be stored in the staff room only .
- 5.3 You must not be under the influence of any form of alcohol or any form of drug, other than those mentioned in 5.2 above, except those prescribed by your doctor.

6. Confidentiality and Forms

- 6.1 You are required to be truthful when filling in and completing nursery documents and records. (Assessment forms and daily registers).
- 6.2 You are required to attend each staff meeting. These will be held at the nursery at the end of a selected working day and you will be given at least two weeks' notice to attend. The agenda that is discussed within the meeting is confidential and must not be repeated to others outside the nursery.

Please Note: On the odd occasion it may be necessary to call an emergency staff meeting and at least two days' notice will be given but you must attend.

- 6.3 It is your responsibility to read and understand the National Minimum Standards for Full Day Care. A copy of the standards can be found in the nursery office. The standards must not leave the office unless permission has been granted by the Manager.
- 6.4 You are required to treat information acquired during the course of your job as confidential.
- 6.5 You must not convey to any person not in the nursery's employ any document relating to the business of the nursery except those published for distribution for the general public.

- 6.6 Any information that is discussed between the nursery and the children's parents is strictly confidential and must not be passed on to other people outside the nursery.

7. Telephone

- 7.1 You may use the telephone only with permission from the Manager.
- 7.2 Please keep incoming calls as short as possible.
- 7.3 All mobile phone must be kept in the staff room at all times.

8. Nursery Personnel and Property

- 8.1 You are required to respect fellow employees.
- 8.2 Intimidation, threatening or coercing fellow employees by using physical violence, improper language or other disorderly conduct will be viewed as a very serious infringement of College rules, under the Bullying and Harassment policy.
- 8.3 You are required to respect both the property of the nursery and your fellow employees.
- 8.4 Nursery property is to be used for nursery activities only or appropriate college projects with permission from your Manager.
- 8.5 You are required to protect other personnel, nursery property and facilities.