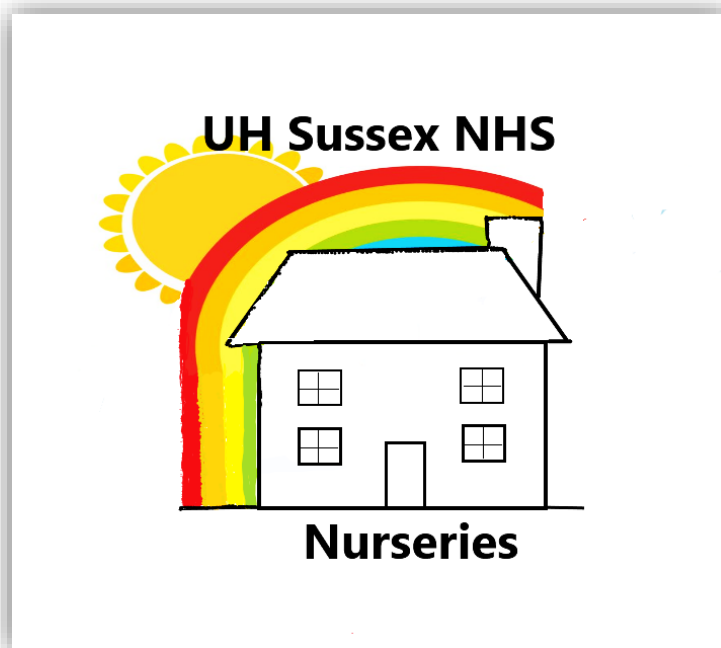


TRUST POLICY

Nursery Handbook – Nursery Worker Policy



Approval		
Director approval	Date approved:	13 th March 2026
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1. Introduction

University Hospitals Sussex NHS Foundation Trust nurseries aim is to have high quality staff that act at all times to ensure a child's safety, development and welfare is met.

Our nurseries endorse the 'Suitable Person' statement within the Early Years Foundation Stage Statutory Framework 2025 says:

Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles.
(3.13 page 24)

To achieve this, both Sussex House and Wendy House nurseries refer to our local and Trust Policies and Procedures to support the Recruitment, Development and Retention of staff.

It is the responsibility of the nursery employee alongside the support of the nursery manager to understand their obligation, expectation of the job role, attendance and conduct whilst working in our nurseries

2. Nursery Structure

The staffing of University Hospitals Sussex NHS Foundation Trust nurseries comprises of:

A Childcare Service Manager, whom has full responsibility of the legal, financial and management of both the nurseries, and is named on the Ofsted registration.

Each nursery will staff:

- A supernumerary Nursery Manager (responsible for day-to-day operation)
- Deputy Manager / Early Years Lead (80% supernumerary)
- Senior Early Years Educators
- Early Years Educators
- Early Years Assistants

The nurseries support local colleges with student placements as well as medical student placements through the Trust

3. Policy Statement

All staff at UH Sussex nurseries are expected to always treat each other with respect and dignity. Please refer to the 'Patient First' and Trust values.

All staff are expected to be always professional when dealing with colleagues, children, parents, carers, other professionals, and visitors.

All staff should work within the Roles and Responsibilities outlined in their Job Descriptions and of an expected high standard.

All staff should be familiar with, understand and adhere to the Trust and Nursery Policy and Procedures.

All staff should ensure the safety and well-being of children is paramount and their conduct and practice should always be at a high standard.

4. Nursery Staff and Recruitment Checks

All members of staff will hold an appropriate childcare qualification of a Level 2 or 3 NVQ or equivalent and above (stated by Department of Education previously Children's Workforce Development Council) or have equivalent childcare experience. We support unqualified staff to undertake a formal qualification using the UH Sussex Apprentice Levy

We hold all staff qualification certificates in a file. We like to celebrate staff achievements by publishing them in newsletters, on social media or displayed within the nursery.

There are robust Policies and Procedures of recruitment held by University Hospitals Sussex NHS Foundation Trust guidelines and NHS Employers.

All nursery staff should have a relevant childcare qualification and/or experience within their roles and responsibilities in the department.

All staff should complete Statutory and Mandatory training required by University Hospitals Sussex NHS Foundation Trust and Early Years Statutory Framework.

The nurseries will ensure staff:child ratios are always maintained. In the event of unforeseen circumstances and ratios are compromised this will be documented and Ofsted will be informed.

Two members of staff are on duty at any one time in our nurseries.

Staff should be working at fostering good relationships with Parent and Carers through a 'Key Person' role. Informing them of their child's development and encouraging them to celebrate their achievements

The nurseries employ University Hospitals Sussex NHS Foundation Trust 'Bank' staff to cover staff holidays, training, and sickness absence. On occasions the nurseries may require outside agency cover to ensure the department complies with the legal ratio requirement.

Vacancies in our nurseries are advertised on the NHS Jobs website, University Hospitals Sussex NHS FT website, Recruitment website INDEED and within the local DWP centre. We also use our 'nurseries' Facebook page to promote our settings and advertise positions that are available.

All candidates must apply for a position in our nurseries but completing an online application form on a system called TRAC.

Personal information such as Name, Gender, Ethnic Group, Age or Disability/Health concerns are not available to those that are 'shortlisting' candidates.

At the time of interview, the candidate will have to undertake a formal interview, a written exercise and spend a period in a playroom being observed with their interaction and engagement with the children.

The candidate will be 'scored', and the nursery interview panel will appoint the best candidate for the position. All applicants will be treated equally

University Hospitals Sussex NHS Foundation Trust Resourcing department will carry out the following checks following the interviewing and selecting of staff.

Identity checks

- Employment history and references must validate a min 3-year continuous employment/training including gaps.
- Professional Registration and Qualifications
- Right to Work checks
- Criminal Record Checks
- Work Health Assessment

Any person such as students or volunteers who have not undertaken such checks will be fully always supervised and will not deliver personal care to a child.

All staff that works within our nurseries has been cleared and hold DBS or CRB Enhanced Children certificate. This ensures that no person on the barred list is recruited to work within this environment.

DBS and CRB numbers are held within the nursery premises. Recruitment documents such as application forms and references are held within the staff person file within the HR department situated at the Downsmere site UH Sussex NHS Trust.

The nurseries also hold electronic files of staffs references and certificates. Other staff files such as training documents, supervision and appraisal forms and sickness certificates are held in the relevant nursery.

New Staff attend a one- or two-day compulsory UH Sussex Trust 'Induction Programme'. There will also be a local induction in the nursery for all new staff. The new employee will also be teamed with a 'buddy' who support and supervises practice including daily routines, procedures such as fire evacuation, introduction to parents and carers and undertaking personal care routine. The 'buddy' if and when appropriate informs the nursery manager of any continuing issues to ensure this can be addressed as soon as possible.

Regular staff/team meetings and supervisions will take place to ensure close staff co-operation and shared thinking.

Staffs have regular reviews and are appraised annually in line with the University Hospitals Sussex NHS Foundation Trust appraisal scheme. Staffs are required to be aware of the nursery policies and procedures.

Both nurseries regularly review the training needs of their employees, developing training programmes to ensure staffs have continuous professional development.

UH Sussex NHS Trust provide all managers with a report monthly with a list of all Statutory and Mandatory training the employee has achieved or requires within a rolling year. This is held within the nursery with additional training records.

Face to face mandatory and statutory courses such as Paediatric Resuscitation, Fire Evacuation and Child Protection, Safeguarding Young People are covered usually outside operational hours where staff will receive the time back in lieu at the earliest possible arrangement. Further training staffs attend is Local Education Authority workshops and Network meetings, National Qualifications (CACHE) or other distant learning courses.

5. Student Placements

University Hospital Sussex NHS Foundation Trust nurseries are committed to sharing good practice and supporting those who wish to pursue a career in childcare. We welcome students to join our nursery teams to gain work experience.

We will endeavour to only accept 2 students at a time to ensure there is no undue pressure on staff.

Students will be required to be 16 years and above therefore placements are for colleges or universities candidates only. We do not take Secondary School students.

Placements will be agreed after discussions with the Service / Nursery Manager and appropriate tutors.

UHSussex NHS Trust requires all students to complete an HR 'Honorary Contract' before a placement commences. The contract must be completed by the Service / Nursery manager, Student and Tutor. The required checks before a placement are Identification, Criminal record check and Health Assessment.

Students will be always supervised by a member of staff and not left alone with a child[ren].

Students are not to be used in ratios, unless are on long term placement and have the required competencies.

Providers must not allow anyone under 17 to care for children unsupervised at any time. Providers may count students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) in ratios at the level below their study level if the provider is satisfied that they are suitable, competent and responsible and they hold a valid and current paediatric first aid qualification

3.56 Early Years Statutory Framework 2025

All students will be given an Induction to the setting and will be informed of key policies and procedures such as Fire Evacuation, Use of Mobile Phones/Cameras & Smart Watches, Confidentiality, Equalities and Safeguarding.

It is expected that during the placement that a tutor will visit the nursery or have verbal communication with the Nursery Manager, Deputy Manager or Senior EY Educator.

Students will be offered support and guidance throughout their placement. At the end of the work experience an accurate report will be completed for the student and college with honest and constructive feedback of the students' performance.

To maintain partnership working the Nursery Manager will inform Parents and Carers of the student.

All students must adhere to the Clothing Policy, Code of Conduct, and Confidentiality, Mobile Phone/Camera & Smart Watches and Social Networking policies plus other key policies.

Students will be able to undertake personal care after a suitable induction period and with the full supervision of a staff member.

As part of a students' study, they may be required to undertake observations of individual/groups of children. All appropriate permissions will be in place prior to this being carried out and the student will be required to show their written observations to the Senior EY Educator/Nursery Manager or Deputy. Observations undertaken from a student should not provide any information that discloses an identity.

6. Volunteers

The nurseries recognise the benefits that volunteers bring to the settings providing a range of skills and experiences which can enhance the learning opportunities and extending partnership working.

All volunteers are vetted through the UH Sussex NHS Trust volunteer service before spending time in our nurseries.

A volunteer is not an employee however they will have to follow the nursery policies and procedures in the same manner as any nursery employee.

Volunteers are likely to become aware of confidential information within the nursery either about children, staff or parents therefore should always adhere to the Trust and Nursery confidential policy.

7. Staff Shifts / Working Patterns

We would request that all staff are on the premises 5-10 minutes prior to their shift starting to allow time for the safe securing personal items, toileting and making a drink before your shift commences and you have a staff handover in the playroom.

Since January 2024 all full-time staff have adopted a 9-day fortnight working pattern in our nurseries. This is formed on one week working 5 days per week and the second week working a 4-day week. The NHS's full time employment contract consists of 37.5 hours per week, therefore in the two-week period 75 hours have to be worked meaning all staff work a 9-hour day including a lunchbreak.

At the time of an agreed start day the new employee will be given a selection of shifts to be worked during the induction period. After the agreed period the new employee will be rotated within the 10-week shift pattern rota, moving details of shifts and days off over the course of the 10 weeks.

We recognise that there are occasions when staff may request to change a shift time to support an appointment or personal event outside of work. In the first instance we would ask a shift to be swapped with a staff member that is either the same grade level or based in the playroom.

Please ensure that the nursery management team is aware of any changes to the planned rota as soon as possible.

There are occasions when the end of the shift may be delayed due to parents arriving late or a delay in the feedback to a parent/carer. Time Owning in Lieu (TOIL) is given if a staff member attends training, events, or meetings outside their contractual hours. TOIL may also be given if a staff member works beyond 15 minutes of their contractual hours and discussed with their line manager. Arrangements for taking TOIL should be at the earliest convenient time and agreed with the staff member and nursery management team.

8. Staff Absence / Time Management

Annual leave is calculated from the 1st April – 31st March. The standard Annual leave Entitlement based on a Full-Time employee is:

- 27 Days plus Bank Holidays (under 5 years' service)
- 29 Days plus Bank Holidays (over 5 years' service)
- 33 Days plus Bank Holidays (over 10 years' service)

The annual leave is pro-rata for part time staff or for those that have commenced employment after the April entitlement.

Annual Leave requests (please refer to Trust Policy) we politely request to support the services should be submitted to the Nursery Manager at least 5 weeks prior to the requested date unless in exceptional circumstances or an emergency.

Annual leave requests will be granted on condition of how many staff are already absent, work position (grade) and playroom requirements. Staffs are able to request leave up to 18 months in advance however at 'peak' times other systems may be in place to ensure fairness of leave allocation.

Annual Leave which is beyond 18 months or exceeds the duration of 2 weeks will be treated as 'Exceptional Circumstances' and the nursery employee will need to seek further permission from their line manager in writing.

Annual leave is approved fairly for all staff and repeat requests for leave per year i.e. before Christmas / after New Year cannot be guaranteed.

Duty shifts for Christmas Eve or other holiday periods such as the week between Christmas and New Year should the nurseries need to operate than shifts are distributed fairly on the information held from previous years.

UH Sussex NHS Trust review the Christmas Close period each year and staff are required to allocate part of their annual leave during this period should the nurseries close. For a staff member working 5 days per week this equates to approximately 3 days personal leave allocation.

Staff are required to arrive at work promptly and be ready to start work at their contracted starting times. Arrangements of starting work later or leaving work earlier must be of the agreement of the nursery management team.

Persistent poor timekeeping may result in disciplinary action.

Sickness Absence: In the event that you are unwell and unable to attend work please can you.

- Refrain from calling / messaging the Nursery, Deputy Managers before 5:30 or after 21:00
- Shifts that are after 8:00 please contact the nursery direct
- If you are not going to attend the nursery for work the following day, please contact the nursery by 14:00.
- We politely request that you telephone rather than message when absent.

9. Staff Attire

Please also refer to the University Hospitals Sussex NHS FT staff uniform policy.

We believe that appearance matters when representing our nurseries in front of clients, visitors and the wider hospital. An employee's appearance can create a positive or negative impression that reflects on our service and the larger organisation

Our staff uniform expectations are designed to:

- Promote safety and the prevention and control of infection by ensuring all staff wear clothing that is appropriate to their working environment.
- Ensure the personal appearance of our staff contributes to a positive, professional image and promotes confidence in what we do.
- The staff attire is work-appropriate to ensure staff can engage with the children in all learning experiences.

We recognise that staff should be a role model to the children in terms of their own appearance health and hygiene. Leading by example is the best way to teach good behaviours to children for example:

- Have clean, neat, and tidy appearance.
- High standard of personal hygiene
- Encourage children's awareness of physical development (exercise, diet and rest)
- Show the importance of hydration (drink plenty of water).

Our aim is all employees associated with the nurseries will be provided with a nursery logo T. shirt/ polo shirt when they are first start with further purchases of sweatshirts, or fleece.

Purchasing of new uniform will be annually with an allowance per employee based on contractual hours and number of days worked per week, 'new starter' to the Trust, and length of absence from work i.e. maternity leave.

Staff will be expected to:

Purchase black or navy trousers. No blue denim Jeans. During the summer period (May to September) staff will be able to wear white, khaki and beige trousers.

Shorts can be worn in the summer period (May to September) but of longer length and of all 5 colours listed above.

Skirts of knee length black or navy.

Leggings or tracksuit bottoms can be worn if smart, good quality and not see through.

Shoes should be enclosed and flat. No backless or toeless shoes i.e. flipflops. Crocs can be worn with the back strap is across the ankle. Indoors shoes for carpeted areas should not be worn outside or in toileting areas. Bare feet not allowed outside corridor's, kitchen or toileting areas.

Make up should be discreet.

Tattoos should not be visible if possible. Tattoos that could be controversial, offensive, or not appropriate to an Early Years environment should be covered.

Hair should be clean, neat, and tidy. Extreme hair colours are in line with Trust Policy.

Long hair should be tied when dealing with food or personal care.

Staff should attend work with suitable clothing to support the children in their play and learning experiences throughout the day for example suitable jacket or coat for outdoors, suitable footwear for wet weather.

Nails should be kept short and manicured.

No Artificial nails as they support bacterial infection and fungal growth.

Nail varnish can be worn but not back no glitter or nail art.

Nail varnish that does not meet the required specification, the Nursery Manager or Deputy Manager will recommend

- To remove by the following day/or next working day
- If not removed will request for it removed on the premise
- Repeated offenders the Trust Conduct policy will be followed

10. Pregnancy and Menopause Attire

The nurseries recognise that hormone changes this can have physical symptoms that can be hard to manage in a setting that can be fairly warm. The uncomfortableness of clothing can have both a physical and psychological effect and therefore it is important to discuss your wellbeing and possible reasonable adjustments with the nursery manager. It is essential that any changes meet the safety and prevention of infection.

In the late stages of pregnancy, it may not be possible to continue to wear the required uniform.

Nursery managers will meet with pregnant employee regularly to discuss their wellbeing and make adjustments were deemed possible.

- Maternity black or navy trousers (summer colours can apply during May to Sept)
- No maternity blue denim jeans
- Tops should be plain and similar colours to the uniform.
- Maternity shorts but of long length.
- Maternity skirts but of knee length or longer.
- In hot weather (please discuss with manager) sleeveless top of thick straps, no cleavage or mid-drift.
- on show.
- Pregnant employees must adhere to the same footwear.

- A Trust I.D. badge should be worn/available for identity to others accessing the service.

For those staff that are experiencing Perimenopause / Menopause we recognise that our T-shirts / Polo Shirts may not be comfortable to wear. Staff will be able to wear a plain sleeveless top of black, navy or blue. The straps should be thick (no spaghetti / shoelace strapped vest top) with high neck to ensure no cleavage is on display.

*Please ensure if you are not wearing a nursery logo T-Shirt that you have your Trust I.D. available.

11. Staff Jewellery

We recognise that jewellery represents many things to an individual, such as marital status, ethnic, cultural and religious beliefs and sentimental reasons.

Nursery staff can wear:

- A small watch or fitness tracker (please refer to the Mobile phone, Smart Watch and Camera Policy)
- A Flat bracelet which does not have long dangly charms.
- Charity band (no festival / concert admission bands).
- Rings that are raised or embellished should be removed in areas where there is child contact.
- Necklaces should be discreet.

All items such as bracelets, watches, raised or embellished rings should be removed during personal care to prevent the spread of infection and accidental scratches to a child.

Jewellery is worn at the risk of the employee and not the responsibility of the nursery.

For Health and Safety purposes any missing or broken jewellery that may cause a hazard to a child should be reported to the other playroom staff and Nursery Manager / Deputy as soon as possible.

Ethnic and Cultural Clothing and Jewellery

Please refer to University Hospitals Trust Uniform and Dress Code

12. Changes to Uniform in Inclement Weather

Nursery management recognises that in extreme high temperatures this can lead to difficult and stressful working environment. Therefore, the following uniform change is permitted.

Nursery Management will advise staff any uniform changes if inclement weather is forecast.

Nursery staff are responsible for dressing appropriately for weather conditions i.e. nursery T-shirt in warm weather, sweatshirts and coats for colder weather.

Temperature forecast for 27c, and above staff will be able to wear a plain sleeveless top of black, navy or blue. Straps should be thick (no spaghetti / shoelace strapped vest top). High neck to ensure no cleavage is on display.

When not in the logo uniform that Trust I.D. badges should be worn or available

Staff should be in 'normal' uniform unless changes have been agreed by the Childcare Service Manager, Nursery Manager or Deputy Manager. Advance notice will be given if possible.

During periods of very wet, cold or snow weather staff should wear appropriate footwear for outdoor activities with suitable change of footwear for indoor use.

Staff should ensure they have suitable outdoor clothing to enable them to access the outdoor environment with the children throughout the day even on cold or snow days.

Staff suffering menopausal or other health conditions where clothing can exacerbate symptoms can discuss wearing alternative tops/T-shirts at the managers discretion. This should be of uniform colours, plain and appropriate to the environment they are working. A Trust I.D. badge should be worn/available for identity to others accessing the service.

*Footwear should always be enclosed and flat to support the foot and ankle regardless of the weather conditions.

13. Special Nursery Events

It is recognised in the nurseries that during the year staff may participate in events that may require not wearing the Trust nursery uniform, for example 'World Book Day', 'Christmas Jumper Day' or other charity fund raising events or awareness.

Changes to staff attire will be discussed within the nursery staff team and nursery management.

Any changes of staff attire are likely to be temporary, and staff should return to the uniform dress code after the event.

Changes to a temporary dress code should not impact on the Infection Prevention control measures or the safety of the individual.

All footwears should meet the Trust and Nursery Dress Code policies.

14. Staff Belongings

Staff are expected to store personal items within the staff room / cloak room or available lockers. There is also the availability to store items such as mobile phones, jewellery and medication in the nursery office.

Belonging should be kept in secured areas, away from child access.

Mobile phones and cameras other than those belonging to UH Sussex NHS FT should not be taken into playroom but left in areas not accessed by children.

Medication should remain in a bag / locker in an area that are not permitted by children.

If jewellery has had to be removed due to risk of scratching a child, damage, hazard to yourself or the child then this can be stored in an envelope in the nursery office, staff room or locker.

Personal items brought into the nursery are stored at your own risk and the nursery or UH Sussex NHS FT are not liable for any expense.

15. Social Media and Social Contact

Please refer to ICT & social media Policy

All staff employed by University Hospitals Sussex NHS Foundation Trust has the responsibility to ensure they always protect themselves and their colleagues with respect and professionalism.

We recognised that staff use varying social media networks therefore we request.

Staffs are not permitted to access social network sites during working hours unless at break times.

Any access to personal media accounts through an UH Sussex computer should be on the office computers only and with prior knowledge from the management team.

Staff should not discuss the nursery matters, staff, children, or the organisation on their personal media sites.

There must be no pictures of the nurseries, children, or staff (unless permission by individual staff is received) on personal media sites unless this has been through a shared link i.e. nursery advert.

If any staff members have Parents / Carers as friends on their social media site they should not discuss the nursery issues, work colleagues, children, or the organisation. Such discussions should be conducted in a professional manner with management in the nursery.

We acknowledge that in some cases staff members have social interactions with Parents and Carers outside out of the nursery operational hours. It is expected that staff uphold professional boundaries and consider their own, their colleagues and the nurseries reputation always.

Confidentiality of employment must be adhered to and always respected.

Ensure contact with existing children and parent is professional.

Consider the appropriateness of social contact in relation to both parties' roles and responsibilities.

Ensure conversations are always appropriate and professional which do not bring the nurseries or staffs reputation into disrepute.

Information relating to a child's attendance or wellbeing in the nursery should be communicated directly to the nursery within operational hours.

Advise senior management of any social contact they have with a child or parent with whom they work, which may give rise to concern.

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the nursery or the employee's own reputation or the reputation of other members of the nursery.

Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

16. Mobile Phones, Smart Watches and Cameras

Please refer to Mobile Phone, Smart Watches and Camera Policy

Staff, students and volunteers to keep mobile phones in cloak/staffrooms areas.

Staff, students and volunteers working directly with children must not access mobile phones in areas where children are permitted for example playrooms and gardens.

Personal mobile phones or similar devices must not be used to take photographs of children unless prior consent has been agreed by the Nursery Manager.

We recognise that staff wear Fit-Bit Watches and Smart Watches to help with fitness and step counts however watches should be put to a 'flight mode' or Bluetooth off whilst in playrooms and other areas staff are engaging with children so not to cause distraction with text notifications.

Members of staff must only use cameras owned by UHSussex NHS Trust to take photographs of children unless prior consent is agreed with the Nursery Manager.

In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.

In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.

17. Babysitting

We acknowledge in our nurseries that some nursery staff does babysitting in their free time. This is a private arrangement between the nursery employee and the Parent or Carer outside the normal nursery attendance and separate to any agreement the Parent or Carer has with the nursery.

Neither the nursery nor University Hospitals Sussex NHS Foundation Trust accepts liability for the actions of individuals employed by the organisation outside their contracted hours.

University Hospitals Sussex NHS Foundation Trust will not be held responsible for any health and safety, conduct or other issues that may arise from private arrangements.

University Hospitals Sussex NHS Foundation Trust has rigorous recruitment and suitability processes in place to ensure all employees are competent and professional whilst on our premises. Whilst employed by the Trust employees will undertake regular supervisions, training and appraisals to ensure they maintain the standard of work within their job description. For Parents/Carers making private arrangements they should carry out their own suitability checks for babysitting.

Staff must be aware that anything witnessed outside the nursery must be dealt with by them as an individual rather than as an employee of UHSussex NHS Trust. However, the nursery has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement, they need to pass these concerns on to the Safeguarding lead within the setting.

Staff must adhere to confidentiality of both nursery and of private home matters any discussions regarding information obtained during private arranged care or that takes place in the nursery premises and is shared will be seen as breaching confidentiality and possible disciplinary action (General Data Protection Regulations 2018).

As an 'out of hours' arrangement with a nursery staff member's employment all private arrangements should be made outside of working hours.

If a staff member is to take the child at the end of the nursery session the Parent/Carer should provide consent to the Nursery Manager/Deputy Manager.

Personal Vehicles: It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child safety seats if they are transporting children in a car.

UHSussex NHS Trust holds no legal responsibility as this is a private arrangement and not for business reasons.

Babysitting is regarded as a 'second job' therefore if this should impact on the employee's performance, health, and wellbeing during their contractual hours with UHSussex NHS Trust then this will be discussed with the employee and if appropriate with Human Resources.

18. Drug and Alcohol

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice.

Practitioners must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times.

3.27. Statutory Framework for the Early Years Foundation Stage 2025

Please refer to the Trust Policy

Consumption/being under the influence of alcohol/drugs by a member of staff is unacceptable at any time during working hours.

Drugs that are prescribed by an employees' doctor may affect their ability to perform at work. Drugs that can influence judgement or performance must be discussed with the nursery manager.

If the nursery management team are concerned of an employees' behaviour or performance due to prescribe, they will seek advice through Occupational Health without disclosing the employees' identity.

If a nursery employee has health issues that are affecting their behaviour or performance at work than the nursery manager will discuss this with the member of staff and submit a referral to Occupational Health or the Trust HELP service.

University Hospitals Sussex NHS Foundation Trust is a non- smoking organisation. Smoking is forbidden on the premises.

Statutory Framework for the Early Years Foundation Stage 2024

Providers must not allow smoking in or on the premises when children are present or about to be present. Practitioners should not vape or use e-cigarettes when children are present, and providers should consider

3.28. Statutory Framework for the Early Years Foundation Stage 2025

Any member of staff who is found smoking on the premises will face disciplinary action.

We request that members of staff who wish to smoke before their shift commences or at lunch times, are not wearing their uniform to prevent smoke on their clothing when engaging with babies and young children.

Cigarettes, matches and lighters must be kept securely away from the children.

19. Accountability

Nursery employees are accountable for activities and behaviours that are associated with their job role. If a member of staff feels they are unable to undertake any duties due to ill health or lack of knowledge or training, then it is essential they inform their manager immediately.

Nursery staff have a duty of care to report any behaviour of colleagues that raise concern.

Nursery staff have a responsibility to challenge any discriminatory remark or behaviour against other staff members, children, families, and visitors.

Nursery staff have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues.

Staff must avoid always using inappropriate or offensive language.

All UHSussex NHS Trust employees should be familiar with the Trusts Freedom to speak Up Policy (previously known Whistleblowing Policy)

20. Confidentiality

It is likely that nursery staff will witness actions or hear discussions which need to be confidential, for example an incident between two children or to hear information relating to a family concern. Staff must guard against breaches of confidentiality by protecting information from improper disclosure and follow all appropriate policies and procedures.

Any staff discussions about children, families or colleagues must be conducted respectfully and in private area.

Nursery staff should only discuss concerns relating to a child, parent or staff member with a manager or suitable colleague who is able to provide suitable advice and not disclose information that could be a breach of confidentiality or cause personal upset to an individual.

Nursery Managers and Staff should not share personal information about nursery workers without involving the person directly involved.

Staff are responsible for the safe storage of confidential information and developmental records. Nursery documents and records should only be stored on the premises unless consent has been obtained.

Nursery staff that intend to share information with outside professionals regarding a child's learning and development i.e. Health Visitor, Inclusion Team) must seek permission from the child's parent or carer and the nursery manager.

If a staff member has any concerns/evidence relating to a child's personal safety it should be kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our safeguarding policy will override confidentiality.

21. Prevention of Infection

Staff must wear clean and freshly laundered uniforms.

Staff must not smoke off site in an identifiable uniform.

Staff should wear disposable aprons for personal care and food hygiene.

Staff should wear gloves when dealing with personal care or body fluids.

Staff should not wear acrylic / false nails, black, glitter or nail art.

I acknowledge I have read the above of staff roles and responsibilities within the UHSussex NHS Trust Nurseries

Staff Name _____

Staff Signature _____

Date _____

22. Links to other Trust policies

UHSHN008 Nursery Handbook - Safeguarding and Child Protection Policy

UHSHN020 Nursery Handbook - Confidentiality and General Data Protection Regulation (GDPR) Policy

UHSHN009 Nursery Handbook - Mobile Phone, Smart Watches and Camera Policy

UHSHN021 Nursery Handbook - Child Clothing Policy

UHSHn024 Nursery Handbook - ICT & Social Media Policy