



# Abbey Wood Grange Day Nursery

## Nursery General Policies for Staff

- Cars should be parked in the designated areas only; if these areas are full then parking on the road is permitted.
- All perimeter gates must be kept closed and locked especially when children are playing outside. Please ask for the combination lock numbers in the office.
- Hygiene is extremely important; standards must be carried out to the highest level.
- Treat all colleagues and staff with dignity and respect in an inclusive and fair working environment.
- All staff are responsible for working in such a way so as to ensure their own safety and that of other persons they may come into contact with.
- Staff are requested to wear their uniform at all times in order that they can be easily recognised by parents. Any garments worn under the uniform polo shirt should not be visible. Long hair must be neatly tied back at all times.
- Hooped earrings must not be worn and all facial studs covered.
- Staff are welcome to have a child's size nursery lunch with the children. Please inform the kitchen if you require a lunch.
- Attendance of staff meetings is essential. These are held monthly from 6pm; normal duration is approximately one hour.
- Staff appraisals are conducted annually in June/July.
- Staff wishing to raise any issues of concern can approach any member of the management team at any time.
- Smoking is only allowed in the designated area outside of the building. This area is to be used only during official break times. Staff must use the ashbins provided and refrain from throwing cigarette ends on the ground. This area is to be kept clean and tidy at all times. Failure to keep this area clean and tidy will result in the facility being withdrawn.
- Clothing – parents are reminded to clearly mark their children's clothing and shoes to prevent loss. Staff MUST NOT mark the clothes for the parents.
- Dental Care – children should be encouraged to brush their teeth after lunch or tea.

*Internal use only*

<b>Last updated/reviewed</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>
<i>February 2014</i>		