



Bisley Base Ltd

Staff Handbook

December 2021

ABOUT THE BISLEY BASE LTD

Bisley Base Ltd is registered with Ofsted (Registration number EY429384), and is based in 196 Guildford Road Bisley The Bisley Base Ltd is open from 7.30 am until 6pm weekdays, during term time.

Aims

At Bisley Base Ltd we provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Staffing

Our Bisley Base Ltd is staffed by a Manager Lynda Faithfull, Anthony Faithfull Deputy Manager Melanie Jenner and 11 practitioners.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked.

Our staff members have the following designated roles:

Melanie Jenner	Special Education Needs Co-ordinator
Anthony Faithfull	Equalities and Inclusion Co-ordinator, Health and Safety Officer
Lynda Faithfull	Fire Safety Officer, First Aid Co-ordinator, EYFS Key person
Melanie Jenner	EYFS Key person, Designated Safeguarding Lead

Organisation

Bisley Base Ltd is a private business which is Lynda Faithfull and Anthony Faithfull.

We enjoy a close working relationship with Bisley c of E primary school.

Policies and procedures

The Bisley Base Ltd has clearly defined policies and procedures. Key points of the main policies relating to employment issues and staff conduct are included in this **Staff Handbook**.

You will receive a full set of Bisley Base Ltd's policies and procedures when you start working for the Bisley Base Ltd. You must familiarise yourself with all of Bisley Base Ltd's policies and will need to sign to confirm that you have done so. If you have any questions about the Bisley Base Ltd's policies and procedures, please raise these with the Manager.

CODE OF CONDUCT

Behaviour

Our staff team are ambassadors for Bisley Base Ltd and we expect you to conduct yourself professionally at all times. You should treat anyone attending the Bisley Base Ltd (children, parents/carers and visitors) courteously and with respect.

We expect you to value all the children as individuals and to comply with the Bisley Base Ltd's **Equalities policy** at all times.

Swearing and abusive behaviour are not tolerated from anyone at Bisley Base Ltd. If you exhibit such behaviour you will be subject to Bisley Base Ltd's disciplinary procedures.

For more details see our **Aggressive Behaviour policy** and **Staff Disciplinary policy**.

Dress code

Whilst working at Bisley Base Ltd you will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. You should therefore choose your clothing and footwear accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Whilst on duty you should wear the approved Bisley Base Ltd uniform at all times.

Confidentiality

You must not pass on any information about children attending the Bisley Base Ltd, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, your friends, other children at the Bisley Base Ltd, the press, etc.)

Posting any material relating to the Bisley Base Ltd or its users on social media sites (unless expressly permitted by the Manager) is forbidden.

See our **Data Protection policy**, **Social Media policy** and **Safeguarding policy** for more details.

Use of mobile phones and cameras

If you have a personal mobile phone you must keep it in the box near the kitchen during working hours.

If you need to make an urgent personal call you can use the Bisley Base Ltd phone or make a personal call from your mobile in the kitchen.

If you have a family emergency or similar and need to keep your mobile phone to hand, you must obtain prior permission from the Manager or Deputy.

You may only use the Bisley Base Ltd camera to take photographs of children at the Bisley Base Ltd, except with the express permission of the Manager.

You must **never** use your personal mobile phone or camera to take photographs at the Bisley Base Ltd during working hours. Doing so will be considered gross misconduct and may result in instant dismissal.

See our **Mobile Phone policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

Social media

If you post any content or comments on social media that breach confidentiality or which could harm the reputation of Bisley Base Ltd or other staff members, or if you publish photographs of the setting or children, you will face disciplinary action in line with our **Staff Disciplinary policy**.

See our **Social Media policy** for more details.

Smoking, alcohol and drugs

You are not permitted to smoke anywhere on the Bisley Base Ltd premises, including the outside play areas.

You are not permitted to bring alcohol or illegal drugs onto the Bisley Base Ltd premises. If you arrive at work under the influence of alcohol or drugs you will be asked to leave immediately and disciplinary action will be taken.

If you are taking prescription drugs which might affect your ability to function effectively, you must inform the Manager immediately.

Any prescribed medication that you need to have with you whilst at Bisley Base Ltd, must be stored safely in the safely out of reach and sight of the children attending Bisley Base Ltd.

See our **Smoking, Alcohol and Drugs policy** for more details.

EMPLOYMENT PROCEDURES

Absence and illness

You must inform the Manager by phone, **by 7am at the latest** if you are unable to attend work that day due to illness or for any other reason. We need as much time as possible to arrange alternative cover in order to maintain the required staff ratios.

Bisley Base Ltd does not operate an occupational sick pay scheme. For periods of illness of more than three days you will receive Statutory Sick Pay (SSP) if you are eligible.

See your **Terms and Conditions of Employment** for more details.

If you have come into contact with any infectious illness you should inform the Manager immediately. If you have had sickness or diarrhoea, please do not return to work for 48 hours after the last episode.

Holidays

All holidays must be booked in advance with the Manager using the **Holiday Booking Form**. Holidays will not normally be approved during term-time.

See your **Terms and Conditions of Employment** for more details.

Staff disciplinary procedure

Bisley Base Ltd aims to have a team of well-motivated, highly skilled and professional staff. If your behaviour or performance falls below the high standards that we expect we will follow the procedures set out in the **Staff Disciplinary policy**.

For minor breaches of discipline, the Manager will try to resolve the matter by informal discussions with you. If this does not solve the problem, the formal disciplinary procedure will be followed.

Except in the case of gross misconduct, you will not be dismissed for a first breach of discipline.

See our **Staff Disciplinary policy** for more details.

Whistleblowing

If you discover evidence of malpractice or wrongdoing within Bisley Base Ltd you can disclose this information internally without fear of reprisal. This covers concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

See our **Whistleblowing policy** for more details.

Note that if your concerns relate to child protection you should follow the procedures set out in our **Safeguarding policy**.

Staff grievances

There may be times when you have issues or concerns about your working conditions or other aspects of your employment at the Bisley Base Ltd. When such issues arise we

encourage you to discuss them with the manager as soon as possible so that they can be quickly resolved. Grievances left unaided lead to unmotivated staff and an unpleasant working environment.

You have the right to raise a grievance about issues that arise from your work within Bisley Base Ltd *and* which affect you as an individual.

See our **Staff Grievance policy** for full details of our grievance procedure.

Notifying the manager of changes

It is your responsibility to keep the Manager informed of any changes to your personal circumstances. Specifically, you must inform the manager as soon as possible of:

- Changes to your medical status or personal circumstances which may affect your ability to work or care for children
- Whether you are taking any medication that may affect your ability to work or care for children
- Any changes to your contact details or to your emergency contacts
- Any cautions, convictions or reprimands that you receive subsequent to your employment (see your **Terms and Conditions of Employment** for full details)
- Any other circumstances that might affect your employment or the reputation of the Bisley Base Ltd.

WORKING PRACTICES

Health and safety

Each member of staff is responsible for maintaining a safe environment at Bisley Base Ltd. Accordingly, you must:

- Take reasonable care for the health and safety of yourself and others attending Bisley Base Ltd
- Report all accidents and incidents which have caused injury or damage or may do so in the future
- Undertake relevant health and safety training when required to do so by the Manager.

If you disregard safety instructions or recognised safe practices may be subject to disciplinary procedures.

See our **Health and Safety policy** for further information.

Manual handling

When carrying out manual handling tasks (such as setting up furniture and equipment) you must:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put your own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Manager any problems which may affect your ability to undertake manual handling activities, including physical and medical conditions (eg pregnancy, back problems).

See our **Manual Handling policy** for further information.

Safeguarding

As part of your induction process you will undertake training in safeguarding issues including recognising signs of abuse (including peer-on-peer abuse), risk of FGM and radicalisation, and how to respond in a timely and appropriate way.

If you witness or suspect abuse, you must record the incident straightaway, using the **Logging a concern** form. If someone else expresses concern that a child is being abused, you should encourage them to contact Social Care directly. If they are unwilling to do so, you must explain that the Bisley Base Ltd is obliged to, and log the incident accordingly.

The **Logging a concern** forms are kept in the Safeguarding folder which is stored in the filing cabinet. If you have any concerns regarding child protection or safeguarding issues, please speak to Melanie or Lynda who is Bisley Base Ltd's child protection designated person.

See our **Safeguarding policy** for further information.

First aid and accidents

Bisley Base Ltd's designated First Aider is Lynda Melanie Megan and Tara The First Aid box is kept near the kitchen.

A member of staff with a full 12 hour paediatric first aid certificate is present at every session. We encourage all staff to undertake this training. If you are not a qualified first aider you should seek the advice of someone who is before treating any injuries.

If you administer first aid you must complete an **Accident record** form; these are kept [in](#) the filling cabinet

See our **Illness and Accidents policy** for further information.

Training

You are expected to attend training courses and to update your skills as and when requested by the Manager, and whenever required due to changes in legislation.

See the **Staff Induction and Development policy** for further information.

CONTACT INFORMATION

☎ Bisley Base Ltd: 01483 476042

☎ Manager: 07789177127 Lynda 07493559605 Melanie

Bisley Base Ltd address:

Bisley Base Ltd
196 Guildford Road
Bisley Surrey
GU24 9 EP

Correspondence address:

11 Oakwood Court
Clews Lane
Bisley
GU24 9SJ

Bisley Base Ltd staff

Manager: Lynda Faithfull and Anthony Faithfull

Deputy: Melanie Jenner

Practitioners: Linda Ayara Ekpe
Megan Hollingdale
Tara Kelly
Christine Ludlow
Lisa Bates
Lisa Cottage
Deepa Vijayaragavan
Stephanie Crowley
Nicola Hearn
Kiri Bos

Other useful contacts

Local authority Early Years and Childcare Service 01483518505

Out of hours ☎ **01483 517898**

Ofsted

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