

# Village End - Staff Update Form



## Personal details

Full name: <i>(including title)</i>	
Address:	Daytime contact number:
	Home telephone number:
	Email:
Postcode:	Date of birth:

If you have lived at this address for less than 5 years, please give previous address below.

Address:	Date moved in:
	Date moved out:
Postcode:	

Please give banking details for payroll use.

Bank Name:	
Branch:	
Account Number:	
Sort Code:	
Payroll Number: <i>(if known)</i>	

Please give other details for our file.

Driving License Number:	
DBS Certificate Number:	
National Insurance Number:	
Nationality:	

**Employment history**

Please give details of your current or most recent employment first.

Start/end date	Employer name and address	Job title	Nature of work

**Education, training and development**

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold.

Start/end date	University, college, school or training establishment	Qualification or course details	Grade

**Personal statement**

Please state why you think you remain suitable for your current post. Why you like working with children and what qualities you possess?

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**Health Declaration**

Please answer the questions below giving details and dates where appropriate.

Are you in good health?	Yes/No
Are you at present attending a doctor or hospital for any reason?	Yes/No
Are you taking any medicines or tablets or having any other treatment regularly prescribed by a doctor or hospital?	Yes/No
Have you now or in the past had any disease other than normal childhood illnesses, colds and flu?	Yes/No
Have you ever had any of the following:	
Asthma?	Yes/No
Diabetes?	Yes/No
Thrombosis?	Yes/No
Back problems?	Yes/No
Black outs epilepsy or fainting Anxiety, depression or similar illnesses?	Yes/No
Tuberculosis (or contact with anyone with Tuberculosis?)	Yes/No

An illness which causes problems with mobility?	Yes/No
Any blood-borne virus e.g. HIV, Hepatitis B/C?	Yes/No
Heart disease or disorder?	Yes/No
Allergies?	Yes/No
Have you been admitted to hospital in the last two years or have suffered any serious illness in the last five years?	Yes/No

If you have answered yes to any of the above please give details.

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How many days of sickness leave have you had in the last 2 years?

Days? .....

Please give reasons:

Please give details of your General Practitioner?

Name:

Address:

Postcode:

I, .....declare that the particulars I have given on this health declaration form are true in every respect. I also agree to notify Village End of any changes that may necessitate the completion of a further health declaration.

Signed: ..... Date: .....

### Suitability Declaration

Please answer the questions and sign the declaration below to demonstrate that you are suitable to work with children. Any false information recorded by staff will be treated seriously in line with Village End's disciplinary procedures. Please circle yes or no against each point. If you are unsure about any of the questions please speak to the Manager.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting?	Yes/No
Have you been barred from working with children?	Yes/No
Is anyone living or working at your address barred from working with children?	Yes/No
Are you 'Disqualified from working with children'?	Yes/No
Is anyone living or working at your address 'Disqualified from working with children'?	Yes/No
Have your own children ever been subject to a care order, child protection order or an exclusion order?	Yes/No
Have you had Ofsted Registration refused or cancelled or had a prohibition imposed or committed a prescribed offence in relation to registration?	Yes/No
Do you have any medical conditions that could affect your ability to care for children?	Yes/No
Are you taking any medication on a regular basis or any other substances (either prescribed or non-prescribed)?	Yes/No

If you have answered yes to any of the above questions, please give details below:

I, ..... fully understand my responsibility to safeguard children and am aware that I must notify my employer of anything that may affect my suitability. I will ensure I notify my employer of any changes to the information declared on this form. I am aware that if I am taking medication on a regular basis I must notify my employer, and must keep the medication in a safe place, out of reach of children. I will ensure I notify my employer if I experience any health concerns which could impact upon my ability to work with children.

I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Signed: ..... Date: .....

## **Staff Management Policy**

Village End expects all members of staff to follow our Staff Management Policy, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Village End staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting. Village End staff also have a responsibility to maintain their reputation and the reputation of Village End, both during and outside of working hours.

### Behaviour

Our staff team are ambassadors for Village End and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending Village End (children, parents/carers and visitors) courteously and with respect. We expect staff to value all the children as individuals and to comply with Village End's Equalities policy at all times. Swearing and abusive behaviour are not tolerated from anyone at Village End. If any member of staff exhibits such behaviour they will be subject to Village End's disciplinary procedures.

### Dress code

Whilst working at Village End all staff are required to help set up and pack away, prepare food, cook food, facilitate craft activities and engage in physical activities with the children. The clothing and enclosed footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable. Whilst on duty all staff should wear the approved uniform at all times. Village End Coral Polo Shirt. Village End Black Fleece or Village End Coat. Black cargo trousers or other suitable smart black jeans. Shoes must be black with black or white soles, Skecher type shoes are acceptable. During colder weather it is acceptable to wear a plain black long sleeve t-shirt underneath the Village End polo shirt. Long hair should be kept tied back. Chipped Nail varnish or false nails should be removed before starting work. Plain ear piercings only. Protective gloves must be worn in the kitchen when preparing or handling food.

### Confidentiality and social media

Staff must not pass on any confidential information about Village End including the owners, staff, management, children or their parents and families, to any \*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, friends, relatives, other children at Village End, the press, other settings, etc.) Posting any material relating to any aspect of Village End or its users on social media sites without written permission from the business owner is forbidden. Any staff who breach this rule will face instant dismissal. See our Confidentiality policy, Social Media policy, Safeguarding policy and Staff Disciplinary policy for more details.

### Use of mobile phones and cameras

Staff are not to use personal mobile phones or any other electronic devices during the hours of 8am – 6pm. There are 2 Village End setting phones available for staff to use. 1) The black phone. This phone connects to the internet and is used for playing music. (This phone has its camera or video facility permanently disabled). 2) The white phone. This phone has no internet facility but has a camera and video facility which can be used for preschool observation purposes only, (this phone is double password protected, firstly to turn on the phone, then to turn on the camera and video). Both these phones must never be removed from the premises.

Buddy Phones

Buddy phones are basic phones with no camera, video or internet facility and are to be used on school runs, therefore can be removed from the premises. Buddy phones are replacements for personal phones as staff are not permitted to use personal phones whilst on school runs or outings. Staff may use personal devices whilst on an agreed break as long as they are off the premises and away from children. If an employee needs to make an urgent personal call they can use the company phone or make a personal call from their mobile off the premises during their agreed break time. Staff are not permitted to take any photographs of children at Village End with their personal phones not are they permitted to store numbers or any information that relates to children or parents who attend Village End past and present. See our Mobile Phone policy, Safeguarding policy and Staff Disciplinary policy for more details.

Smoking, alcohol and drugs

Staff are not permitted to smoke any type of cigarette or e-cigarettes anywhere on Village End premises, including the outside play area, church grounds or within 500 yards. Employees are not permitted to smoke whilst wearing company uniform. This also includes travelling to and from work or where parents or children may see them. Employees must not smoke within 15 minutes of starting work. Staff are not permitted to bring alcohol or illegal drugs onto Village End premises. If an employee arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken. If a staff member is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately. Any prescribed medication needed by a staff member whilst at Village End, must be stored safely in the kitchen cupboard out of reach and sight of the children attending Village End. See our Smoking, Alcohol and Drugs policy for more details.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Failing to comply with Village End policies and procedures
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children’s Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our Staff Disciplinary policy.

I, ..... confirm that I fully understand Village End’s Staff Management Policy and will promise to comply at all times.

Signed: ..... Date: .....

## Attached Village End Policies & Procedures

- 1) Safeguarding Children/Child Protection Policy
- 2) Intimate Care
- 3) Safe Care and Practice
- 4) Whistleblowing
- 5) Camera, Mobile Phone and Recording Device Use
- 6) Mobile Phone, Smartwatches and Social Networking
- 7) Health & Safety – General Policy

I, ..... confirm that I have read, fully understand and have retained a copy of each of the above mentioned documents for my person file.

I also confirm that I am aware that an entire copy of Village End's Policies & Procedures is available to read either online at [www.village-end.co.uk](http://www.village-end.co.uk) or in the reception area.

Signed: ..... Date: .....