

October 2018

Bugle House  
53 Bugle Street  
Southampton  
SO14 2LF  
Tel: 02383 140640

Dear Applicant

**Re: Role of Early Years Practitioner (ref 784) at YMCA Fairthorne Group**

Thank you for your interest in the above position. Please find enclosed the following:

- Job Description
- Child Protection and Safeguarding Policy
- Vulnerable Adults Protection Policy
- The YMCA Way

The YMCA is committed to safeguarding and promoting the welfare of children and young people. Successful applicants are subject to references and an enhanced DBS disclosure.

You can apply online at <https://www.ymca-fg.org/childcare-early-years/> and click the "Apply Now" button. In completing your application, please pay particular note to the person specification detailed in the job description.

Please see our website for the closing date.

For more information about our wider services please visit our website at [www.ymca-fg.org](http://www.ymca-fg.org). If you have any other questions please do not hesitate to email [eyrecruitment@ymca-fg.org](mailto:eyrecruitment@ymca-fg.org) or call 01489 785228.

Yours sincerely

Maxine Reeder  
**Human Resources**  
**Recruitment & Reward Co-ordinator**



## Fairthorne Group

### Section A: Main Elements of the Duties of Early Years Practitioner

**Reports to:** Nursery Manager

#### Organisational Context

YMCA Fairthorne Group is a community-based charity with a serious ambition to grow our already successful social enterprise model. Our purpose allows people the opportunity to lead happy, healthy lives. We achieve this through bringing **people** of all backgrounds and abilities together in YMCA **places** and delivering effective **programmes**.

We operate throughout Hampshire, Isle of Wight, Portsmouth and Southampton from 30 venues. Our programmes include 13 early years settings, Daycamps, community activities and housing for young people.

Fairthorne Manor Nursery in Botley is set in an old manor house and within a beautiful countryside setting, the nursery supports up to 120 children at any one time in a truly inspirational setting. Children are cared and nurtured; supported to challenge and develop themselves, and most importantly allowed to play and enjoy their childhood. The nursery adopts the “YMCA Way” and this defines *how* we deliver our services to ensure each child in our care secure the very best outcomes, and staff are able to excel.

The nursery uses the extensive Fairthorne Manor grounds to full effect. Streams are used for water play and pond dipping; the woods are used for climbing, digging and sites for fire lighting; and the parkland allows children to run with a sense of freedom. We believe this forest school approach allows children to test their boundaries, use their imagination, be physically fit and most importantly, have enormous fun.

In 2013, the nursery was fully refurbished and expanded to improve the nursery environment and enable more children to access our provision. At this point, a new baby garden was established as well as new rooms, toilets and reception area.

The nursery shares the Fairthorne Manor site with a children’s activity centre, family park and campsite and the organisation’s head office.

#### Job Purpose

The post holder will provide opportunities for children to learn through play, utilising the outdoors as much as possible. We provide a secure and stimulating environment where children can develop in all areas at their own pace.

All staff at YMCA are expected to work within “The YMCA Way”. The YMCA Way defines how we deliver our services and has 6 lenses through which we view our work:

- YMCA vision: to transform communities so that all children, young people and families can truly belong, contribute and thrive.
- YMCA mission: to add value to young lives by providing experiences which

challenge, enable and develop the individual.

- YMCA values: welcoming, listening, caring, exciting, active and inspiring.
- Developmental Assets: The result of a study by Search Institute of millions of children, which has identified 40 common “Assets” which contribute to positive life outcomes. We audit our services against their ability to deliver or influence Asset development.
- External regulation: includes regulatory frameworks (eg Ofsted), quality assurance schemes, contracted service specifications and monitoring and evaluation.
- YMCA staff behaviours: we want our staff to be inspirational role models.

We believe that if all of the above are in place, we will deliver excellent outcomes-based services which create genuine positive change for children, young people and families.

### **Duties and Responsibilities**

- At all times work within the YMCA Way
- To provide indoor and outdoor play experiences for the children in line with the policies of the Nursery and the guidelines of the Early Years Foundation Stage.
- To participate in activity planning and implementation under the supervision and direction of the Room Leader.
- To help monitor the all round development of the children through the key person system, regular observations and record keeping.
- To help maintain the safety, security, physical and emotional welfare of the children in the Nursery and garden environments.
- To bring to the immediate attention of the Room Leader and/or Manager, any incidents or accidents, any child’s failure to thrive and any equipment that may be of danger.
- To arrange for any individual to receive immediate first-aid and informing the Manager as appropriate.
- To work positively with team members.
- To follow YMCA Fairthorne Group’s Safe Guarding, Child Protection and Safer Working practice policies at all times. Taking any concerns regarding a health or/and wellbeing to your line manager or senior management.
- To act in the interests of your own safety & the safety of others at all times
- To attend training sessions and staff meetings as necessary.
- To support, supervise and assist all students in the Nursery, giving practical help and advice with assessments.
- To inform the Manager if staffing levels are not met because of an emergency.
- To maintain an up to date knowledge of current childcare issues, legislation and practices.
- Anything else reasonably requested by the management of the organisation



## Fairthorne Group

### Section B: Person Specification & Key Competencies

#### Personal Attributes

- A genuine enthusiasm for the work of the organisation.
- Ability and willingness to relate positively towards children, parents and staff.
- Ability to motivate others.
- Ability to be punctual at all times.
- A creative and flexible approach to the work of the organisation.

#### Qualifications/Experience

##### Essential

- To be the holder of a level 3 relevant child care qualification.
- To have at least 2 years experience of working with children under the age of five.

##### Skills / Abilities

- Sympathetic to the aims and purposes of the YMCA.
- An empathy and enjoyment of working with Children.
- Ability to work as part of a team.
- The ability to keep and maintain accurate records.
- The ability to form plans and carry them out in a busy environment.



## Fairthorne Group

### Section C: Terms and Conditions

This position will be subject to the normal terms and conditions for working within the YMCA.

1. **Salary:**  
£14,625 to £17,500 per annum FTE . Depending on experiences and qualifications.
2. **Hours of Work:**  
This is a 37.5 hours per week post. There will be a requirement for occasional evening and weekend working, for which time off in lieu will be given.
3. **Paid Leave Entitlement**  
On commencement of employment your annual entitlement will be 20 days plus statutory holidays.  
  
However upon meeting set criteria the paid leave entitlement can rise as follows:  
  
2-3 years satisfactory service - 22 days (plus statutory holidays)  
3-4 years satisfactory service - 23 days (plus statutory holidays)  
4-5 years satisfactory service - 24 days (plus statutory holidays)  
5 + years satisfactory service - 25 days (plus statutory holidays)  
  
All paid leave including statutory holidays are pro rata for part time employees
4. **Induction Period**  
Up to 6 months
5. **Pension Entitlement**  
This post is eligible for membership of the YMCA-FG Auto Enrolment pension scheme.
6. **Period of Notice Offered and Required**  
1 month both ways during your probation period and thereafter 1-month notice both ways.
7. **Condition of Employment**  
Satisfactory references, DBS disclosure, Health declaration and Declaration of criminal convictions.
8. **In Service Training**  
YMCA Fairthorne Group is committed to staff training at all levels and actively encourages participation.
9. **Location of employment**  
This role is primarily based at YMCA Nursery Fairthorne Manor, Curdridge but may work occasional at any of our other sites in the local area.

## Safeguarding Children & Vulnerable Adults Policy

### Introduction

The YMCA Fairthorne Group (YMCA FG) seeks to serve the needs of children, young people and vulnerable adults and in doing so, takes seriously their welfare. We recognise that it is our responsibility as an organisation to prevent their physical, sexual or emotional abuse and to prevent their neglect or exploitation. Each individual employee, volunteer or board member shares this responsibility. Therefore, we are committed to implementing, maintaining and regularly reviewing our Safeguarding policies and procedures. YMCA is committed to creating an environment which is safe and a culture where concerns are freely raised and responded to with rigor and resolve.

### Policy Purpose

The policy has been produced to ensure that all information regarding the safety and wellbeing of children and vulnerable adults is acted upon appropriately. The policy (when shared) ensures that all staff and volunteers clearly understand their own responsibilities, where to access support and how to escalate their concerns. The policy relates to children and vulnerable adults within our direct care or those within the communities in which we work. This combined Level 1 children and vulnerable adults safeguarding policy has been produced in recognition that much of our work is with young people in the transition years between childhood and adulthood. The YMCA FG will apply equal rigor to our safeguarding procedures regardless of the age of the individual.

### Definitions

<b>Child</b>	A child is anyone who has not yet reached their 18th birthday.
<b>Vulnerable Adults</b>	Vulnerable Adults are 18 years and over and due to their specific circumstance are more exposed to being exploited or abused.
<b>Child Protection</b>	Actions taken and documented by YMCA Fairthorne Group in response to a concern about a child and/or their family.
<b>Safeguarding</b>	Actions taken by YMCA Fairthorne Group to ensure the wellbeing of children and vulnerable adults whilst in our care.

### Legislative Context

The following legislation collectively influences our safeguarding policy;

- The Children Act 1989 (and its amendments)
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006

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- Children and Families Act 2014
- Working to Safeguarding Children July 2018
- Children and Social Work Act 2017
- Female Genital Mutilation Act 2003 as amended in Serious Crime Act 2015
- DfE (Guidance) Nov 2014 – Promotion of British Values
- Barring and Disclosure updated 31<sup>st</sup> August 2018

## **Principal National Guidance**

*Working Together to Safeguard Children, Department of Education Updated July 2018* provides the principal guidance.

## **Local Accountability**

YMCA Fairthorne Group works within the guidelines and procedural requirements of the Hampshire, Isle of Wight, Portsmouth and Southampton Local Area Safeguarding Children Boards (known as 4LSCB).

## **Global Perspective**

YMCA Fairthorne Group supports the practical application of the United Nations Convention of the Rights of the Child (UNCRC) in all relevant aspects of our work.

## **Designated Responsibilities**

Whilst every member of staff and volunteer has any individual responsibility to safeguard and protect children and vulnerable adults, the organisation has designated the following individuals with specific responsibilities;

Designated Safeguarding Officer – Chris Hand CEO (covering sabbatical)  
In his absence, the following have been trained to deputise;

Sally Arscott  
Emma Corina  
Simon Davies  
Emily Akerman  
Chris Heighway

Board Representative – Sheila Clark, Chair of the Board

An organisation wide Safeguarding Committee will meet two or more times a year.



This Policy is supported by the following level 2 operating policies;

- Safeguarding Children and Child Protection Operating Guidance
- Safeguarding Vulnerable Adults at Risk Operating Guidance
- Exclusion Policy
- Confidentiality Policy
- Bullying Prevention & Intervention Policy

The Operating Policies includes reporting and referral protocols and safer recruitment requirements.

### **Safer Working Practice**

The YMCA Fairthorne Group has adopted the publication Guidance for Safer Working Practice for Adults who work with Children and Young People DCSF 2009.



### The YMCA Way

#### The YMCA Way

YMCA Fairthorne Group have a long history of working with children, young people and families in communities across the south of England and we pride ourselves on being different to other organisations that offer similar services. Our uniqueness cannot be defined simply by the services we offer, the staff we employ or the resources we have. The YMCA Way is how we combine all aspects of our work to ensure our unique approach is highly effective at all times.

The diagram on the right illustrates the six lenses that make up the YMCA Way. Every piece of work we deliver is viewed through each of these lenses to guide our decisions, actions and behaviours. Only when our services are viewed through each of the lenses equally are we working the YMCA Way.



#### Staff Behaviours

This is a set of behaviours that every member of staff at our YMCA should demonstrate, regardless of job role. These behaviours are used to promote the best experience for all our customers and families, and are referenced directly in all staff performance reviews.

- Uses active listening skills and appropriate tone and gestures in all interactions
- Takes time to recognise and celebrate achievements by all individuals
- Always takes responsibility for ensuring people's needs are understood and met. Sees things from other people's point of view and seeks support when needed
- Is always enthusiastic and recognises the importance of every interaction, regardless of who it's with
- Always recognises talents in others and provides opportunities to share their talents with others
- Appropriately uses values language in all interactions
- Consistently uses initiative to respond to needs as they arise

#### Vision

The YMCA's vision is to be a leader in transforming our local community so that all children, young people and their families truly belong, contribute and thrive.

#### Mission

YMCA Fairthorne Group will champion and add value to young lives by providing experiences that challenge, enable and develop the individual.

#### Values

WELCOMING · CARING · LISTENING · INSPIRING · EXCITING · ACTIVE

#### Developmental Assets

The Developmental Assets are 40 common sense, positive experiences and qualities that help influence choices young people make and help them become caring, responsible, successful adults. The 40 assets can be broken down into 8 key areas:

- |                             |                        |
|-----------------------------|------------------------|
| Support                     | Commitment to Learning |
| Empowerment                 | Positive Values        |
| Boundaries and Expectations | Social Competencies    |
| Constructive use of Time    | Positive Identity      |

#### External Regulation

These are the varying external regulatory bodies all of our areas of work are accountable to, eg Ofsted, employment law. External regulation is not a barrier to the YMCA Way but allows us to demonstrate that our way of working in all areas is highly effective. Regulating bodies such as Ofsted and Supporting People (housing) are impressed by our ability to translate their requirements clearly and effectively to fit our own values and mission.