

April 2018

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

Dear Applicant

Re: Role of Early Years Practitioner (ref 837) 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. If you have any other questions please do not hesitate to email eyrecruitment@ymca-fg.org or call 02382 145463.

Yours sincerely

Kate Snow
Human Resources
HR Advisor



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 mission is to champion and add value to young lives by providing experiences that challenge, enable and develop the individual. We deliver services and programmes in youth and children's work from 13 different venues, as well as in schools and community venues across Basingstoke, Southampton, Hampshire, Portsmouth and the Isle of Wight.

YMCA Fairthorne Group are looking to recruit a **Early Years Practitioner** with hours available at our local childcare settlements in Weston Nursery, Woolston Nursery, Townhill Nursery, Fairthorne Manor Nursery and Newtown Nursery.

We are looking to recruit bank staff in the Southampton area. If you are interested in working for a great organisation that values their staff, with pay rates starting at £7.38 per hours regarding of age/qualification, then please call 02382 145463 for an informal chat about becoming part of the team.

Job Purpose

The Early Years Practitioner will deliver the highest quality of care and curriculum in line with the YMCA Way and Ofsted guidelines. They will inspire our customers through delivering an exciting, child-led, play based curriculum utilising the outdoors where-ever possible. They will also be expected to assist their Room Leader in identifying areas of development and work in cooperation with a view to creating an outstanding Nursery.

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.

This role is covered by any legal legislation i.e. Children and Young Person Act 1933, Health and Safety at Work Regulations 1999, 2011 Education Bill and Ofsted.

Duties and Responsibilities

- At all times to work within the YMCA Way
- To work in, cooperation with other team members, to provide a caring supportive environment in which children can thrive.
- Provide inspirational opportunities for children's play and care, incorporating planned, routine and spontaneous activities which meet the needs of all children.
- To provide a high standard of customer service to children, parents and other stakeholders.
- Work with individual children on a key worker basis to maintain an in-depth focus on their needs, interests and development. Ensure all their planning, profiles and paperwork is kept up to date in accordance with EYFS, Ofsted requirements and YMCA standards
- Ensure that the development of each child is recognised, recorded and shared appropriately with parents and colleagues
- Ensure that the physical and emotional welfare of the children remains the highest priority at all times, and report areas of concern to the nursery SENCO or leadership team.
- To ensure other nursery supporting paperwork is kept up to date. As directed by the your line manager and the management team.
- Ensure that staffing ratios are maintained, assisting colleagues where needed
- To work in compliance with the organisation's childcare policies and procedures.
- Report to your line manager any potential risks to which the Charity is or may be exposed
- Assist with marketing activities to improve nursery occupancy.
- Assist with the support and development of new staff, volunteers and students
- To take part in training courses, conferences and nursery meetings as directed by management, some of which maybe outside of normal working hours.
- To continually update knowledge of current childcare issues, legislation and practices
- Anything else reasonably requested by the management of the organisation
- To act in the interests of your own safety & the safety of others at all times
- 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.

Section B: Person Specification & Key Competencies

Personal Attributes

- An inspirational approach to helping young children develop through play
- A genuine enthusiasm for the work of the organisation.
- Ability and willingness to relate positively to customers (adults and children) and staff.
- Ability to work under pressure and to strict deadlines.
- Self-motivated and able to inspire others
- A creative and flexible approach to the work of the organisation.

Qualifications/Experience

Essential:

- Be a qualified childcare practitioner minimum Level 2, (willingness to train).
- An understanding of the developmental needs of children.
- Basic Knowledge of health and safety
- Knowledge and understanding of safeguarding good practice

Desirable:

- Be a qualified childcare practitioner at NVQ3
- 2 years childcare experience
- Knowledge of health and safety and ability to complete risk assessments (or willingness to train).
- Paediatric First Aid

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:

From £7.50 per hour. Depending on experiences and qualifications.

2. Hours of Work:

Flexible working between Monday to Friday between the hours of 7.15am to 6.15pm but occasional weekend and evening work may be required, 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 based at our YMCA Southampton Nurseries, but may work occasionally 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

Child	A child is anyone who has not yet reached their 18th birthday.
Vulnerable Adults	Vulnerable Adults are 18 years and over and due to their specific circumstance are more exposed to being exploited or abused.
Child Protection	Actions taken and documented by YMCA Fairthorne Group in response to a concern about a child and/or their family.
Safeguarding	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

Fairthorne Group

- 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 31st 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.