

November 2018

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

Dear Applicant

Re: Role of Part Time Early Years Practitioner (20 hours) at YMCA Fairthorne Group (Ref 906)

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

- Job Description
- Safeguarding Children & Vulnerable Adults Policy

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/category/current-vacancies/> and click the "Apply Now" button. In completing your application, please pay particular note to the person specification detailed in the job description.

Please note the closing date for this vacancy is Wednesday 19th December 2018.

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

Lucy Heath
Early Years Recruitment



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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 an 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.

Our Ofsted Outstanding nursery at Whale Island currently caters for up to 63 children per day split into two age groups: babies (0 to 2-year-olds), toddlers and preschool (2 to 5-year olds). This setting at HMS Excellent, Whale Island offers a unique setting, with everyday bringing a new adventure: exploring shoreline nature trails, watching helicopters land, or listening to the Royal Marines Band.

In all our nurseries, children are cared and nurtured; supported to challenge and develop themselves, and most importantly allowed to play and enjoy their childhood. Staff use the "YMCA Way" to ensure every child in our care secures the very best outcomes and staff are able to excel.

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 Lead Practitioner 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 and 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.
- 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.
- 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
- 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.
- Naturally caring and supportive towards children.
- Ability and willingness to relate positively to customers (adults and children) and staff.
- To work as part of a team.
- The ability to form child-centric plans and carry them out in a busy environment
- Self-motivated and able to inspire others
- Able to keep and maintain accurate records.

Qualifications/Experience

Essential:

- Be a qualified childcare practitioner with a minimum Level 3 in childcare
- 2 years childcare experience
- An understanding of the developmental needs of children.
- Basic knowledge of health and safety
- Knowledge and understanding of safeguarding good practice

Desirable:

- Knowledge of health and safety and ability to complete risk assessments (or willingness to train).
- Paediatric First Aid



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Section C: Terms and Conditions

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

1. **Salary:**
Pro rata'd salary of £8,800 – £9,333 per annum (depending on qualifications and experience).
2. **Hours of Work:**
 - Part time (20 hours per week), Monday to Friday, 5 hours per afternoon 1pm-6pm 4 days per week with a changing day off each week
3. **Paid Leave Entitlement**
On commencement of employment your annual entitlement will be 25 days plus statutory holidays FTE.

However, upon meeting set criteria the paid leave entitlement can rise as follows:
2-3 years satisfactory service - 27 days (plus statutory holidays)
3-4 years satisfactory service - 28 days (plus statutory holidays)
4-5 years satisfactory service - 29 days (plus statutory holidays)
5 + years satisfactory service - 30 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 Whale Island, Portsmouth. However, the postholder will occasionally be required to work at any of our other sites in the local area, including attending meetings at our Head Office in Southampton.

Policy Level	One
Policy Category	Safeguarding Children and Vulnerable Adults
Policy Authority	Board
Lead Committee	Safeguarding
Lead Director	Chris Hand
Approved Date	18/12/2017
Review Date	31/12/2018

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
- 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



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- 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 Arcscott
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



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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.