

## Staff Policy - Induction and Appearance

### Statement of Intent

YMCA Brunel Group has high expectations of all staff. All staff members undergo a detailed induction procedure. This makes all staff fully equipped to maintain the standards of the preschool, nursery or out of school club and ensures that staff fully understand their roles and responsibilities. Within the first month of their employment, staff will be well informed of the daily practices and procedures of the preschool, nursery or out of school club. YMCA Brunel Group recognises that a quality learning environment for children requires a dedicated workforce and that a well-qualified, skilled staff team increases the potential for the best possible outcomes for all children. Therefore, the aspirational qualification for all staff in the setting is at least a Level three in childcare or equivalent.

### Aim

We aim to achieve our expectations through ensuring all staff receive:

- A welcome to YMCA Brunel Group Staff Induction Pack including the organisations' vision and values.
- Guidance and support from a named staff mentor.
- Weekly job chat with mentor or manager for 4 weeks.
- Support and supervision at 4 and 8 week points.
- First review of performance at three-month point and sign off of probationary period at 6 months.
- Annual appraisal and regular supervision meetings with their line manager
- Staff development and training through in-house training and staff meetings.
- Opportunities for continual staff development through courses and further training.
- Working knowledge and understanding of YMCA Brunel Group policies and procedures.

### Procedure

All staff members are employed by YMCA Brunel Group; all staff related issues are followed in relation to our staff policies through our managers and our HR department.

### Use of Mobile Phones- please see and sign our separate Electronic Devices and IT Policy for all staff.

YMCA Brunel Group does not permit **parent or staff** mobile phones to be used within the preschool or nursery building or out of school clubs including on trips or in outside areas.

### Dress code

All staff who are employed to work at YMCA Brunel Group are expected to follow the dress code below.

- Tailored knee length skirts, black trousers, smart black jeans with no rips or plain black leggings that are of a suitable thickness so that underwear is not visible.
- In the summer shorts may be worn in line with the above and they must be no shorter than knee length
- Black shoes or plain black trainer type shoes that are flat with closed toes & heels
- The polo shirts and fleeces that carry the YMCA Brunel Group logo
- No jewellery other than wedding & engagement rings and small stud earrings
- All body piercing jewellery must be kept to a minimum and staff will sign a disclaimer that piercings are worn by them at their own risk
- A minimum amount of make up
- Short nails that are rounded to be safe to work with children
- Gel nails are not acceptable
- No acrylic extensions on nails
- Shoulder length/ longer hair to be worn up

Signed on behalf of YMCA Bath Group  
(Signed copy in Head Office)

Mike Fairbeard

Role of Signatory

Chief Executive

Date of Review of Policy

January 2025

