

STAFF DEVELOPMENT DOCUMENT REFERENCE LIST

All of these documents can found in BØRN MANAGER

Area	Form Number	Documents
SD1 Staff	SD0	Human Resources Strategy
	SD1.0	Safer Recruitment & Selection Policy
	SD1.0a	7 Stages of Recruitment
	SD1.1	Recruitment Procedure
	SD1.1a	Job Advert House Style
	SD1.1b	Job Advert Information Template
	SD1.2a	Nursery Nurse Job Description
	SD1.2b	Nursery Assistant Job Description
	SD1.2c	Play Worker Job Description
	SD1.2d	Cook & Housekeeping Job Description
	SD1.2e	Senior Nursery Nurse (Over 2's) Job Description
	SD1.2e	Senior Nursery Nurse (Under 2's) Job Description
	SD1.2f	Deputy Manager Job Description
	SD1.2g	Manager Job Description
	SD1.2h	Club Co-ordinator Job Description
	SD1.2i	Deputy Club Co-ordinator Job Description
	SD1.2j	Estates Maintenance Job Description
	SD1.2k	Office & HR Administrator Job Description
	SD1.2l	Business Administration Support
	SD1.2m	Accounts Administrator
	SD1.2n	Compliance Manager
	SD1.2o	Minibus Driver Job Description
	SD1.2p	Cleaner Job Description
	SD1.2q	Room Leader Job Description
	SD1.2r	Learning & Development Co-ordinator Job Description
	SD1.2s	Head of Operations Job Overview
	SD1.4	Job Application Form
	SD1.5	Job Application Letter
	SD1.6	Initial Contact Recruitment Applicant Sheet
	SD1.7	Short Listing Person Specification Sheet
	SD1.7a	Scoring System for Short Listing Person Specification Sheet
	SD1.7a	Short Listing Person Specification Sheet – Administration Role
	SD1.7b	All Candidate Short Listing Sheet
	SD1.7c	Short Listing Person Specification Sheet – Accounts Role
	SD1.8	General Interview Offer Letter
	SD1.8a	Prospective Employee Leaflet
	SD1.9	Interview Record Sheet
	SD1.9a	Interview Weight & Score Template
	SD1.9b	Score System for Interview Questions
	SD1.9kQ	Interview Questions (QUALIFIED)
SD1.9kU	Interview Questions (UNQUALIFIED)	
SD1.9X	Interview Questions (Accounts)	
SD1.9X	Interview Questions (Cleaner)	
SD1.9X	Interview Questions (Club Co-ordinator)	
SD1.9X	Interview Questions (Deputy Club Co-ordinator)	
SD1.9X	Interview Questions (Deputy Manager)	
SD1.9X	Interview Questions (Driver)	
SD1.9X	Interview Questions (Estates Maintenance)	
SD1.9X	Interview Questions (HR)	



Area	Form Number	Documents
	SD1.9X	Interview Questions (Manager)
	SD1.9X	Interview Questions (Playworker)
	SD1.9X	Interview Questions (Senior & Room Leader)
	SD1.10	No Thank You – Keep on File Letter
	SD1.11	Interview Update Letter
	SD1.12	Interview House Style
	SD1.13	Conditional General Job Offer Letter
	SD1.13a	Conditional General Job Offer Letter FTC
	SD1.13b	Conditional Bank Staff Offer Letter
	SD1.14	New Employee Checklist
	SD1.14a	New Employee Payroll Checklist
	SD1.14a	Leavers Payroll Checklist
	SD1.14b	Employee Attendance Record 2022 Full Time 5 Days
	SD1.14b	Employee Attendance Record 2022 Sickness Absence
	SD1.14c	Staff Annual Leave Card Full Time
	SD1.14c	Staff Annual Leave Card – Reverse
	SD1.14d	Employee Salary Calculator
	SD1.15	Unsuccessful Interview – No Job Offer Letter
	SD1.16	General Reference Request Letter
	SD1.16a	Reference Failure Letter
	SD1.17	General Contract of Employment 2022
	SD1.17a	Fixed Term Contract of Employment 2022
	SD1.17c	Extension to Fixed Term Contract of Employment
	SD1.17c	Extension to Fixed Term Contract of Employment and Role Changes
	SD1.18	Employee Contract Amendment Procedure
	SD1.18a	Contract of Employment – Amendment Notice
	SD1.18b	Managers Contract Amendment Request
	SD1.19	Staff Personal Details Amendment Procedure
	SD1.19a	Staff Personal Details Amendment Form
	SD1.20	Leavers Procedure
	SD1.20a	Leavers Checklist
	SD1.20b	Leavers Letter
	SD1.20c	Leavers Interview Sheet
	SD1.20d	Fixed term Contract Leavers Letter
	SD1.21	One Year Celebratory Letter
	SD1.22	General Vacancy Enquiry Response Letter
	SD1.23	Right to Work Checklist
	SD1.24	Health Declaration Booklet for Managers
	SD1.25	Confirmation Start Date Letter
	SD1.26	Single Central Record Template
SD2 Induction	SD2.0	Induction Guidelines & Overview
	SD2.1	Staff Inductors Notes
	SD2.1a	Staff Induction Printing Packs Process
	SD2.2	Staff Induction Checklist
	SD2.2a	Staff Induction Document Printing Checklist
	SD2.3	Staff Handbook
	SD2.4	Employee Information Form
	SD2.5	Training Agreement
	SD2.6	Salary Deductions Agreement
	SD2.7	DBS Agreement Deduction
	SD2.8	Hepatitis B Waiver



Area	Form Number	Documents
	SD2.9	Pregnancy Risk Assessment for New & Expectant Mothers
	SD2.10	Room Induction Guidelines
	SD2.11	Room Induction Checklist
	SD2.12	Security of Personal Items
	SD2.13	Uniform Policy & Guidelines
SDPD3 Performance Descriptors	SDPD3.0	Performance Descriptor Guidance - General
	SDPD3.0	Performance Descriptor Guidance - Seniors
	SDPD3.1	Performance Descriptors RAG Self Assessment
	SDPD3.2	EYP Performance Descriptors
	SDPD3.3	Deputy & Senior Performance Descriptors
	SDPD3.4	Manager Performance Descriptors
	SDPD3.5	Compliance Manager Performance Descriptors
	SDPD3.6	Group Operations Manager Performance Descriptors
	SDPD3.7	Head of Operations Performance Descriptors
	SDPD3.9	Playworker Performance Descriptors
	SDPD3.10	Apprentice Performance Descriptors
SDPR3 Probation	SDPR3.7	Probationary Process Flow Chart
	SDPR3.7a	Probationary Period Procedure
	SDPR3.7b	Probationary Review Form
	SDPR3.7c	Improvement Action Plan
	SDPR3.7d	Probationary Period Confirmation Letter
	SDPR3.7e	Probationary Period Early Dismissal Letter
	SDPR3.7f	Probationary Period Extension Letter
	SDPR3.7g	Notification of Probationary Capability Meeting
	SDPR3.7h	Outcome of Probationary Capability Meeting
	SDPR3.7i	Probationary Appeal Notice Letter
	SDPR3.7j	Probationary Appeal Outcome Letter
SDS3 Supervision	SDS3.0	Supervision Strategy
	SDS3.0a	Supervisions Process Flowchart
	SDS3.1	Supervision Chronology
	SDS3.2	Individual Supervision Contract
	SDS3.3	Catch Up
	SDS3.4	Safe & Well
	SDS3.5	How's the Children
	SDS3.6	What Next
	SDS3.7	Let's Chat
	SDS3.8	Creative Solutions 1
	SDS3.9	Creative Solutions 2
	SDS3.10	Annual Appraisal
	SDS3.11	Supervision for Leaders & Managers
	SDS3.12	Sign off Sheet
	SDS3.13	Continuation Sheet
SDS3.14	Supervision Feedback	
SDS3.15	Supervisions Monitoring Schedule	
SDPO3 Peer Observations	SDPO3.1	The 5 Minute Method
	SDPO3.2	Peer Observations Matrix - A Manual
	SDPO3.3	Peer Observations Individual Analysis
	SDPO3.4	Peer Observations Skills Matrix



Area	Form Number	Documents
	SDPO3.5	Peer Observation Form
	SDPO3.6	Managerial Observation Form
SDCM3 Capability Management	SDCM3.0	Capability Policy & Procedure
	SDCM3.0b	Capability Process Flowchart
	SDCM3.1	Capability Management Informal Improvement Notice
	SDCM3.2	Notification of Capability Management Meeting
	SDCM3.3	First Written Capability Warning
	SDCM3.4	Final Written Capability Warning
	SDCM3.5	Notification of Potential Dismissal for Poor Performance
	SDCM3.6	Letter of Dismissal for Poor Performance
	SDCM3.7	Notification of Appeal Hearing
	SDCM3.8	Capability Action Plan Meeting Minutes
SD4 Coaching Support	SD4.0	EYFS Practice Guidelines
	SD4.2	Out of School Practice Guidelines
	SD4.3	Characteristics of a Nursery Worker
	SD4.4	Coaching Questions
SD5 Policies & Procedures		All Policies and Procedures in Alphabetic Order
	SD5.0	Complete List of Main Policies & Procedures
	SD5.1	Policy Checklist for Employees
	SD5.2	Policy Checklist for Students
SD6 Staff Discipline	SD6.0	Disciplinary Procedure
	SD6.0a	Grievance Procedure
	SD6.1	HR Advice Record
	SD6.2	Investigation Meeting Template
	SD6.3	Notification of Disciplinary Meeting
	SD6.4	No Further Disciplinary Action
	SD6.5	Written Warning
	SD6.6	Final Written Warning
	SD6.7	Completion of Disciplinary Sanction Letter
	SD6.8	Dismissal Letter
	SD6.9	Notification Of Grievance Meeting
	SD6.10	Outcome of Grievance Meeting
	SD6.11	Suspension from Work Policy & Procedure
	SD6.12	Suspension from Work Letter
SD7 Training	SD7.0	Staff Training & Development Policy
	SD7.0a	Practitioner Training Flowchart
	SD7.1	Further Training Agreement
	SD7.2	Meeting Individual Training & Development Needs
	SD7.3	Meeting Individual Training & Development Needs (Example)
	SD7.4	Room Training Log
SD8 Succession Planning	SD8.0	Succession Planning Strategy
	SD8.1	Accountabilities Chart - Nursery
	SD8.2	Staff Consultation
SD9 Work-Life Balance	SD9.0	Flexible Working Policy & Procedure
	SD9.1	Application Form for Flexible Working



Area	Form Number	Documents
	SD9.2	Flexible Working Checklist
	SD9.3	Flexible Working Letter Approved
	SD9.4	Flexible Working Letter Not Approved
	SD9.5	Flexible Working Review Meeting Record
SD10 Maternity, Paternity & Adoption	SD10.0	Maternity, Paternity & Adoption Policy
		New & Expectant Mothers Policy (SG9.5)
	SD10.1	Maternity Leave Plan
		Pregnancy Risk Assessment (Nursery) (SG9.1a)
		Pregnancy Risk Assessment (Office Based) (S9.1b)
	SD10.2	Maternity Checklist
	SD10.3	Maternity Leave Notification Letter
	SD10.3a	Maternity Leave Notification Letter NO SMP
	SD10.3b	Maternity Leave Start Date Change Letter
	SD10.4	Maternity Letter for Flexible Working
	SD10.5	Maternity Returnee's Payroll Checklist
	SD10.5a	Example - Congratulations New Baby Poster
	SD10.6	Parental Leave Form
	SD10.7	Paternity Leave Form
	SD10.8	Breastfeeding & Returning to Work Policy
SD10.9	Maternity Leaver Payroll Checklist	
SD11 Staff Meetings	SD11.0	Schedule of Meetings Guidance & Example
	SD11.1	Schedule of Meetings Planner
	SD11.2	Room Meeting Record
	SD11.3	Managers Team Meeting Sheet
	SD11.4	Level 10 Weekly Meeting Guidance
	SD11.5	Level 10 Weekly Meeting Agenda
	SD11.6	Level 10 Weekly Meeting To Do Sheet
	SD11.7	The Issues Solving Track (IDS)
SD12 Students	SD12.0	Student Placement Policy
	SD12.1	Student Induction Guidelines & Overview
	SD12.1a	Student Induction-Inductor Notes
	SD12.2	Student Induction Checklist
	SD12.2a	Student Induction Pack Checklist
	SD12.3	Student Handbook
	SD12.4	Student Information Form
	SD12.5	Student Uniform Agreement
	SD12.6	Student Information Chart
SD13 Well-Being	SD13.0	Well-Being Strategy
	SD13.1	Feeling Good & Keeping Healthy Policy
	SD13.2	Sick Leave & Attendance Policy
	SD13.2a	Formal Request for Medical Consent
	SD13.2b	Formal Request for Medical Report
	SD13.2c	Employee Letter confirming no medical report to them
	SD13.2d	Wellbeing & Return to Work Meeting
	SD13.2e	Staff Sickness Chronology
	SD13.3	Birthday Holiday Policy
	SD13.4	Holiday & Absence Policy
	SD13.5	Smoking Alcohol Drugs Policy



Area	Form Number	Documents
	SD13.6	Mobile Phone Policy
	SD13.6a	Mobile Phone Signing In & Out Book
	SD13.7	Mileage Expenses Policy
	SD13.8	Professional Code of Conduct
	SD13.8a	Professional Code of Conduct Questionnaire
	SD13.9	Employee Policy Agreement Form
	SD13.10	Job Support
	SD13.11	Unauthorised Absence Letter (Stage 1)
	SD13.12	Unauthorised Absence Letter (Stage 2)
	SD13.13	Attendance Bonus
SD14 Redundancy	SD14.0	Redundancy Policy
	SD14.1	First Consultation Letter
	SD14.1a	Interim Consultation Letter
	SD14.2	Example Redundancy Selection Assessment Form
	SD14.3	Acceptance of VR Letter
	SD14.4	VR Rejection Letter
SD15 Supervisory Skills Pack	SD15.0	Supervisory Skills Pack Contents
	SD15.1	Introduction to Supervisory Skills
	SD15.2	Performance Descriptions Addendum
	SD15.3	Leadership
	SD15.4	Management
	SD15.5	Team Building
	SD15.5a	Team Roles
	SD15.6	Communication
	SD15.6a	Methods of Communication
	SD15.7	Time Management
	SD15.7a	Priority Planner
	SD15.7b	Six Monthly Planner Tool
	SD15.7c	Monthly Planner Tool
	SD15.7d	Weekly Planner AM PM Tool
	SD15.8	Problem Solving
	SD15.8a	Problem Solving Spider chart
	SD15.9	Delegation
	SD15.10	Coaching & Mentoring
	SD15.10a	Coaching Questions
	SD15.11	Assertiveness
	SD15.12	Dealing with Difficult People Activities
	SD15.13	Motivation Overview with Activities
	SD15.13a	Tips to Encourage Staff Motivation
	SD15.13b	Your A Team Chart
SD15.14	Change Management	