
Staffing in the Nursery Policy

Statement of intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staffs are appropriately qualified and are checked for criminal records through the Criminal Records Bureau in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality nursery care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
children aged two years of age: 1 adult : 4 children
children aged three to seven years of age : 1 adult : 8 children
- A minimum of two staff are on duty at any one time, and half of these are fully qualified.
- We use a key worker system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold weekly staff meeting to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- Our head of nursery and deputy hold a level 3 qualification and a minimum of half of our staff hold a level 2 qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers. Staff are able to attend courses where appropriate.
- We have a budget for training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safeguarding Children Policy and Procedures.
- We support the work of our staff by holding regular supervision meetings and yearly appraisals, using the Moira House appraisal system.

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- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
 - We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who will have substantial access to children.
 - Pictures of the nurseries staff and their qualifications can be found on the parent's notice board in the cloakroom.