



STARFISH NURSERY

STAFFING AND EMPLOYMENT 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 high quality. Our Staff are appropriately qualified and checked for criminal records through the criminal record Disclosure bureau (DBS) in accordance with Ofsted requirements.

Aim

We aim to:

Ensure that children and their parents/carers are offered high quality nursery care and education.

Methods

In order to achieve this aim:

- We use the following ratios of adult to children:
- Children aged two years of age:1 adult: 4 children
- Children aged three-five years of age:1 adult: 8 children
- A minimum of three staff/adults are on duty at any one time:
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation;
- We hold staff meetings to plan for children's immediate needs and discuss children's progress, their achievements and any difficulties which may arise from time to time;
- All staff have a job descriptions which sets out their roles and responsibilities.
- We welcome applications from all sections of the community. Applications will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justified.

We do not except Radicalisation or Extremism in any form.

All Starfish Nursery Staff are expected to be professional and treat each other with mutual respect.

We do not accept any forms of peer bullying. If such an incident occurs it must be reported to the manager straight away so further action can be taken.

We provide regular in-house training to all staff, local authority paid Staff or volunteers;

All nursery staff that are employed by Starfish Nursery agree to undertake training for at least a minimum of 24 hours per year as stated in the Code of Practice for Poole Childcare Providers.

Our Starfish Nursery budget allocates resources to training;

We provide staff induction training in the first week of employment. This induction includes our health and safety policy and procedures and child protection policy and procedures.

Other policies and procedures will be introduced within an induction plan;

We support the work of our Starfish Nursery staff by holding termly supervision meetings and annual appraisals;

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 DBS checks through the Criminal Record Bureau for staff and volunteers who will have access to children.

Own children being brought into the workplace

As a rule, it is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill. In the rare instance when there are no other alternatives, and an employee must bring a child to the workplace, advance approval should be obtained from the Manager and the duration of the child's visit to the workplace should be kept to a minimum. It is essential that parents provide close constant supervision of their children while they are in the workplace, the parent remains responsible for the child at all times. Children who are ill should never be brought into the workplace.

In the unavoidable circumstance when a child must be in the workplace, under no circumstances may the child have access to any confidential information.

Any employee that brings their child into the workplace without approval of the Manager will be requested to leave and use available vacation, personal leave or leave without pay. Individuals that fail to cooperate shall be subject to appropriate disciplinary action.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: