

SUNNY SKIES NURSERY
OUR POLICY FOR STAFFING AND EMPLOYMENT (POL16) [v.5] rev. 08/15

Our Nursery is committed to providing a high quality and professional level of care. To achieve this, we will

- Work to meet the requirements for suitable people from the Statutory Framework for the Early Years Foundation Stage and Sandwell MBC's Employment Policies by following their procedures regarding recruitment and selection
- Meet the adult : child ratio legal requirements from the Statutory Framework for the Early Years Foundation Stage ensuring that children are supervised at all times, and their individual needs are met
 - 0 – 2 years 1 adult : 3 children
 - 2 – 3 years 1 adult : 4 children
 - 3 – 5 years 1 adult : 8 children
- Have contingency plans for staff absences and emergencies which may include drawing on school staff or approved agency staff, regrouping children, reorganising rooms or redeploying staff. At all times we will endeavour to minimise disruption in order to maintain a consistent experience for the child
- Ensure that there is always a minimum of two adults on duty at any one time, one of whom will be a member of the Nursery Management Team
- Work closely alongside our colleagues in school nursery and reception, and our colleague with Qualified Teacher Status
- Meet the qualification legal requirements from the Statutory Framework for the Early Years Foundation stage by ensuring that all of our team hold the relevant childcare qualifications
- Ensure that all staff have an Enhanced Criminal Records Bureau Disclosure/Disclosure and Barring Services Check
- Ensure that all members of our team have job descriptions, and clear understanding of their roles and responsibilities
- Ensure that all members of our team participate in our Staff Induction Plan. This induction includes an understanding of all of our policies and procedures, and includes specific training on Safeguarding Policy and Procedure and Line of Reporting
- Commit to ongoing training for staff, whether in house or external
- Ensure that there are opportunities for regular communication between **all** team members through the Nursery Manager's 'open door' policy, team/room meetings, email, noticeboards etc.
- Support the work of the team through:
 - Regular supervision meetings and appraisals
 - Celebration of outstanding commitment or achievement with verbal/written praise, prizes and awards
- Assign each child to a Family Group whose leader will be their Key Person. The Key Person will form a close relationship with the child , and will plan, with the parents/carers for the child's well-being and development in our Nursery
- Hold regular team and room meetings for curriculum planning and assessment, and to discuss children's progress, achievements, needs or difficulties

HELPING CHILDREN ACHIEVE MORE

This policy forms part of our commitment to achieving quality and consistency and keeping children safe.