



Staffing and Employment Policy

The size of a nursery and its staffing level should be adequate to meet and encourage young children's full development. The staff should be knowledgeable about child development, early childhood education, understand and respect the variety of child rearing practices as they apply to the children in their care.

We provide a staffing ratio in line with the requirements of the EYFS Statutory Framework to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements. We review the health and suitability of staff members every year.

Aims

To ensure that children below school age and their parents are offered high quality early years 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 – seven years of age: 1 adult: 8 children.
- A minimum of two staff/adults are on duty at any one time.
- The current staff team is made up as follows:

Proprietors/Joint Registered Persons – John and Liz Miller

- **Nursery Manager – Liz Miller** (NVQ 4 CCLD, RSA Assessor and Designated Person for Safeguarding and Safeguarding trainer at Millfield)
 - **Nursery Deputy Manager – Mandy McGlen** (NNEB, SENCO and Deputy Officer for Safeguarding)
 - **Nursery Nurses: –**
 - Amber Barlow** (Level 3 BTEC in Child Care and Education),
 - Colette Leverton** (Level 3 BTEC in Child Care and Education),
 - Abbey Aram** (NVQ3 in Child Care and Education)
 - Robert Perkins** (Apprentice Level 2)
 - **Nursery Cook – Angela Atkins** (PLA Basic level)
 - **Supply Staff – Emma Harrison** (NVQ3),
Rebecca Ackerman (Level 3 BTEC in Child Care and Education)
- We have contingency arrangements in place should staff shortage occur through illness or holidays. We have a pool of suitable staff, and contact these to arrange cover. John Miller is always on site, and will take over managerial duties, to enable Liz Miller to be counted in the staffing numbers if necessary. John Miller will also spend time in the nursery to cover staff lunch breaks if necessary. Should several staff be unable to work, we would attempt to contact as many parents as possible to manage the number of incoming children/collect their children.
 - Students are usually appointed to work during school holidays, particularly the summer. Students will have enhanced disclosures carried out prior to working and will always work alongside an existing staff member, closely supervised.

- We use a key person system to enable staff to complete development records for children who attend Millfield Nursery.
- All staff have job rota descriptions which set out their staff roles and responsibilities.
- We provide staff induction training in the first week of employment and a follow up after one month. This induction includes our **Health and Safety Policy, Emergency Procedures, Safeguarding Children – Child Protection Policy, Behaviour Management Policy, Mobile Phone and Social Networking Policy** and **Confidentiality Policy**. Other policies and procedures will be introduced within an induction plan. We endeavour to provide training opportunities for all staff.
- We support the work of our staff by holding annual appraisals and operate an open door policy for all staff so that they feel comfortable to approach us at any time confidentially and are made aware of the nursery's **Whistleblowing Policy**.
- We hold regular staff meetings.
- We are committed to rigorous recruiting procedures when appointing and employing staff in accordance with all relevant legislation and best practice.
- We hold a central staff register check list.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection and 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 our imposing conditions or requirements that are not justifiable. We will never employ any person who has been disqualified from being connected with childcare, including any person who is on the 'Protection of Children' (PoCA) list.
- We use OFSTED guidance on obtaining references and criminal record checks through the Disclosure and Barring Service (CRD part of the GBGroup) for staff.

We will follow the following rigorous procedure for recruiting any new members of staff:

- Following advertising the vacant position, all suitable applicants will be interviewed.
- Once a decision has been made about a potential staff member, a minimum of two references will be taken, proof of identity demonstrated and photocopies of this retained, the right to work in the UK verified and a DBS enhanced disclosure applied for.
- A health and suitability form will be completed complying with the Equalities Act 2010 and qualifications will be checked (if applicable).
- We offer all applicants the opportunity to have closely supervised work experience days within the nursery as part of the recruitment process.
- Subject to all references replies being acceptable, a suitable health and suitability form received and a clear DBS enhanced disclosure we would offer employment at that time. All new staff are initially employed on a temporary 6 month contract for their probation period. Safeguarding training will be completed.
- Staff complete a new health form and suitability declaration annually.

Staff taking medication/other substances

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff members are taking medication which may affect their ability to care for children, they should seek medical advice. John and Liz Miller will ensure that those staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that person's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.