

Tiggers Nursery Staffing and Employment Policy

Name of person carrying out assessment: *Natasha Green*

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To be reviewed: *April 2018*

Tiggers Nursery School

Staffing and Employment Policy

1 General Policy

- A high adult/child ratio is essential in providing good pre-school care. As such, we have an average of one member of staff to each seven children but always remain in accordance with OFSTED's minimum staffing ratios ie:

1:3 children under 2 years (at least one member of staff must hold a full and relevant level 3 qualification – at least half of all other staff must hold a full and relevant level 2 qualification)

1:4 children aged 2 years (at least one member of staff must hold a full and relevant level 3 qualifications – at least half of all other staff must hold full and relevant level 2 qualifications)

1:8 children aged 3-7 years. (at least one member of staff must hold a full and relevant level 3 qualification – at least half of all other staff must hold a full and relevant level 2 qualification)

1:13 children aged 3 and above only where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children.

In the event of any absence by one of these staff members, the Head will provide cover in the classroom. If she is already included in the staff ratios for that session or if she is unable to provide cover, a number of names and contact numbers are kept on file to be called in to provide temporary cover.

- The teachers meet every Friday afternoon after school finishes to discuss the curriculum, topics, children's progress, child observations, the timetable for the following week and any difficulties or special circumstances. They also meet on Monday morning before school starts to review the plans for the week and discuss anything that might have occurred over the weekend.
- We work towards an equal opportunities employment policy and are committed to recruiting, appointing and employing staff in accordance with current relevant legislation.
- Staff are given a job description upon appointment which is discussed with them in full so that they understand their specific duties. Staff are given appraisals every six months to encourage development and loyalty and to identify any training needs.

2 Training

- Staff follow a structured induction programme when they join the school so that they receive training on all the school's policies and procedures and receive extra training on specific special areas such as health and safety etc. (see separate documentation on induction programme).
- Money is allocated annually towards training costs and staff are always encouraged and supported to take appropriate training to hold a first aid certificate.

3 Student Placement Policy

Students are welcome into the school on the following conditions:

- Unless registered as fit persons, students will not have unrestricted access to the children ie they will not be left alone with any of the children and they will not be included in the staff/children ratios.
- Students will not be admitted in numbers that would hinder the essential work of the other teachers.
- Students must be confirmed by their tutor as being engaged in a bone fide childcare course.
- Students will obtain written permission from parents/carers of the child if they wish to carry out specific studies on one child. Any information gained by the students about the children, families or other adults in the school must remain confidential.

4 Supervision of Students and Volunteers

- Students and volunteers will be not be allowed to have unsupervised contact with children until all the relevant police checks and authorisation from OFSTED have been received.
- The Head and deputy Head are responsible for students and volunteers in order to ensure they are not given unsupervised contact with the children, that they do not interfere with the work of the other teachers, that they behave in an appropriate manner and that they are given clear instructions on their duties and responsibilities whilst at the school.

- 5 An enhanced criminal records check in respect of every person aged 16 and over (including for unsupervised volunteers and supervised volunteers who provide personal care - **Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.** - Who
- Works directly with children
 - Lives on the premises on which the childcare is provided and/or

- Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when the children are present)
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- 6 At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings and to the park.
The first aid certificate must be renewed every 3 years.
 - 7 All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting