

Staffing Policy

Presented to	Date	Signature
School Management Team		(Chair)
Collegiate		(Facilitator)
Trustees		(Chair)

The nursery complies with all the requirements set out in *Section 3 - The Safeguarding and Welfare Requirements* of the 'Statutory Framework for the Early Years Foundation Stage' (September 2012)

1. Staff Qualifications

1.1. The manager of this setting is Hollie Jarvis Park

The deputy manager of this setting is currently under recruitment and covered by agency staff member Brianna Ulba

1.2. The manager holds a full and relevant level 3 qualification as defined by the Teaching Agency.

1.3. At least half of all other staff hold a full and relevant level 2 or higher qualification as defined by the Teaching Agency.

2. Ratios

2.1. Staffing ratios must meet the needs of the children and ensure their safety. Children must always be within sight or hearing.

2.2. Students and volunteers under the age of 17 do not count towards the ratios. (see students and volunteers policy)

2.3. The following requirements are met at all times by the nursery:

2.3.1. For children under 2, there must be at least one member of staff to every **three** children. At least one member of staff must hold a full and relevant level 3 qualification. At least half the other staff must hold a full

Review date: February 2017 (under monthly review until a full-time deputy is recruited)

and relevant level 2 qualification. At least half must have received specific training in the care of babies.

2.3.2. For children aged 2, there must be at least one member of staff to every **four** children. At least one member of staff must hold a full and relevant level 3 qualification. At least half the other staff must hold a full and relevant level 2 qualification.

2.3.3. For children over the age of 3, there must at least one member of staff to every **eight** children. At least one member of staff must hold a full and relevant level 3 qualification. At least half the other staff must hold a full and relevant level 2 qualification.

3. Key Persons

3.1. Each child is assigned a key person, who will ensure that their every need is tailored for in the nursery.

4. Equal opportunities employment

4.1. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and operate an equal opportunities employment. See Equality and Diversity Policy.

5. Suitable people

5.1. Every person who works on the premises is submitted to an enhanced DBS disclosure and must complete and sign a Declaration of Suitability.

5.2. No person over the age of 17 is left unsupervised with children under the nursery's care unless their suitability has been checked.