



Staffing



Our Nursery is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters. We believe a high adult-child ratio is essential in providing good quality pre-school care.

- We have at least one member to each eight children, and more if there are younger children present (1:4 ratio for 2 year olds).
- Our key person system ensures each child and family has one particular staff member who takes a special interest in them.
- The Manager will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner. The Manager encourages staff to contribute to the development and quality of the programme of activities provided.
- Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- Members of staff are expected to display both knowledge and understanding of multi-cultural issues and inclusion, and a commitment to treating all children as individuals and with equal concern and respect.
- Members of staff will ensure that their dress and personal appearance are appropriate for working with children and have an awareness of health and safety issues.
- Personal mobiles must be switched off and not used during working hours. If staff need to receive an emergency call, the person calling them should use the main Nursery number.
- The Manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.
- Regular in service training is available to all staff, both paid and volunteer members, through the Early Years Alliance.

Terms and Conditions

The Nursery is committed to promoting family friendly employment practices to help staff balance work and family commitments. The Nursery will make every effort to be flexible with staff and to promote harmonious working relations, through trade unions and other organisations.

The Nursery will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.

In return, the Nursery expects honesty, loyalty and diligence from its staff.

All staff will have written employment contracts, including rates and levels of pay and other terms and conditions, which are the responsibility of the Management Committee.

All staff have job descriptions, which set out their staff roles and responsibilities.

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. 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 the Nursery imposing conditions or requirements that are not justifiable.

We support the work of our staff by holding regular supervision meetings and annual appraisals.

Qualifications, Experience and Safety Checks

The Manager and all staff (including students and volunteers) will be suitably qualified, have relevant experience and have undergone an identity check and a DBS.

The Manager will not employ staff or volunteers who have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children Act 2004. A person who has not undergone a check with the Disclosure Barring Service, but who is on the premises (such as a member of staff awaiting the result of a DBS check) will not be left unsupervised with a child.

The Manager will have an appropriate qualification to the post along with at least two years' experience of working in a day care Club/Nursery. At least half of the rest of our staff will hold a relevant level 2 qualification or higher qualification. Appropriate qualifications as defined by the Children's Workforce Development Council (CWDC).

To count in staff ratios, staff holding an Early Years Educator qualification must have English and Maths GCSEs at grade C or above.

Standards of Behaviour

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

No smoking, alcohol or drug use is allowed on the Nursery's premises.

No bullying, swearing, harassment or victimisation will be tolerated on the Nursery's premises.

Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”