



Staff

Policy Statement

The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. 3.20

Qualifications, Training, Support and Skills

- Greenhead Pre-school and Rainbow Nursery is staffed by two managers who take equal responsibility for the day to day running of the provision (in the absence of one manager, the other manager will automatically take charge). The managers are appropriately qualified* and hold full relevant level 3 qualifications (all bank staff hold at least a full level 2 qualification). They have well over two years experience of working at Greenhead Pre-school and Rainbow Nursery and have previously gained suitable experience in other childcare establishments. 3.23
- The managers are checked for criminal records through the DBS (Disclosure and Barring Service) in accordance with Ofsted's requirements.
- Paediatric first aid training is relevant for staff caring for young children and both managers hold current paediatric first aid certificates which are displayed on the premises at all times. At least one first aider accompanies children on outings. 3.25 Greenhead Pre-school is entitled to choose which organisation they wish to provide the training (preferably one with a nationally approved and accredited first aid qualification or one that is a member of a trade body with an approval and monitoring scheme) but the training must cover the course content as for St. John Ambulance or Red Cross **paediatric** first aid training and be renewed every three years. 3.25
- Staff take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies at all times when children are present. 3.25

**Full and relevant level 3 qualifications should now be defined by the National college for teaching and Leadership. To count in the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved GCSE's in English and maths at grade C or above*

Supervision of Staff

Greenhead Pre-school and Rainbow Nursery:

- have appropriate arrangements in place for the supervision of staff who have contact with children and families. It provides support, coaching and training for members of staff to promote the interests of children which fosters a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues 3.21
- recognise that supervision provides opportunities for staff to discuss any issues, particularly concerning children's development or well-being, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness 3.22
- support staff to improve their qualification levels wherever possible. If a member of staff is without a relevant qualification, they would be supported to enable them to obtain a relevant level 2 qualification 3.23

- ensure that staff have sufficient understanding and use of English to ensure the well-being of children in the setting eg. are in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene 3.26
- have an induction process which is carried out on the first day a new member of staff or student begins working at the setting. The induction covers various policies and procedures, their job description and interaction with the children. New staff or students initial that they have fully understood each point within the induction process and receive a copy to be used as a reference
- carry out individual staff evaluation appraisals each year. These are completed by a company director and staff members and highlight strengths, weaknesses and any areas for improvement. Actions are discussed and carried out in a timely manner
- ensure that CPD (Continuing Professional Development) is ongoing and the process of tracking and documenting skills, knowledge and experience (both formally and informally) is documented and evaluated

Staff : Child Ratios

- Staffing arrangements must meet the needs of all children and ensure their safety. Greenhead Pre-school and Rainbow Nursery ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Parents are always informed and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must **usually** be within sight **and** hearing of staff, and always within sight **or** hearing. 3.28
- Greenhead Pre-school and Rainbow Nursery only include those aged 17 or over in ratios, with staff under 17 supervised at all times. However, students on long term placements, volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included if the managers(s) are satisfied that they are competent and responsible. 3.29
- The ratio and qualification requirements below apply to the total number of staff available to work directly with children. (Ofsted may determine that providers must observe a higher staff : child ratio than outlined here to ensure the safety and welfare of children). Exceptionally, and where the quality of care and safety and security of children is maintained, exceptions to the ratios may be made. 3.30
- In an emergency situation eg. sudden staff illness, rather than close the setting, the remaining member of staff will take the children into the school environment where correct ratios can be maintained until alternative arrangements can be made i.e. calling upon a bank member of staff to cover.

Early Years Providers

- For children aged two:
 - there will always be at least one member of staff for every three children
 - at least one member of staff will hold a full and relevant level 3 qualification and be suitably experienced in working with children under two
 - at least half of all other staff will hold a full and relevant level 2 qualification 3.32

To ensure that children and their parents are offered high quality early years education and care, Greenhead Pre-school and Rainbow Nursery:

- provide sufficient staffing ratios at all times. As younger children require higher staff ratios, and taking into account the limited space within the provision, the managers at Greenhead Pre-school and Rainbow Nursery require that no more than **three** 2 year old children attend the same hours, so as to ensure that all children receive individual attention and guaranteed care and education of a high quality

- when possible, will provide a separate time for foundation stage children and three year olds, with the purpose of preparing them for school by means of flexible, more structured learning
- ensure a minimum of two staff are on duty at any one time
- use a key person system to ensure that each child and each family has a particular member of staff available for discussion and consultation
- hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time
- work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection
- ensure all staff have job descriptions which set out their roles and responsibilities
- 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 us imposing conditions or requirements that are not justifiable
- require all staff to obtain relevant early years qualifications
- provide regular and appropriate training for all staff which is fed back and discussed at staff meetings
- carry out regular staff appraisals to identify individual training and development needs and secure opportunities for continued professional development
- allocate a budget for training purposes
- provide staff induction training in the first week of employment to help them understand their roles and responsibilities. This induction includes information on health and safety issues, safeguarding children, child protection, emergency evacuation procedures and the equality and diversity policy. Other policies and procedures are also introduced within an induction plan 3.20
- support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves 3.20
- support the work of staff and are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice - see **Child Protection** policy (**Suitable People** section).

Signed.....Managers

Date.....

Signed.....Vice chair

Date.....

Review date: **March 2017**