



Staffing and Employment Policy

A high adult child ratio is essential in providing good quality Nursery care. Our staff are appropriately qualified and are checked for criminal records through the Disclosure Barring Service (DBS) in accordance with Ofsted's requirements.

What we aim to do

To ensure that children and their parents are offered high quality nursery education and care.

How we will achieve this

To meet this aim we use the following ratios of adult to child:

- Children aged 9 months to 2 years 1 adult: 3 children
- Children aged 2 to 3 years 1 adult: 4 children
- Children aged 3 to 5 years 1 adult: 8 children
- A minimum of two staff are on duty at any one time.
- We use a key person system to ensure each child and each family has a particular member of staff for discussion and consultation.
- There is always a paediatric trained first aider on site and they are always available to respond to an emergency immediately
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- A level 3 practitioner is always present on the premises.
- At least half the staff working with children under 2 will receive specific training and one staff member holds a qualification in working with under 2's
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- At least half of our staff hold an Early Years relevant NVQ or an equivalent qualification.
- All staff have job descriptions, which set out their roles and responsibilities.
- Staff must sign in and out of the building as they arrive and leave.
- Regular training is available to all staff.
- Our nursery budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring and annual appraisals.
- Every half term practitioners meet with management for a supervision meeting. This discussion may include specific child or staff issues, concerns and areas for development.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We provide staff induction training, including health & safety policies and procedures and safeguarding children policies and procedures.
- Our other policies are included in the staff handbook given to each member of staff and discussed and reviewed at staff meetings.



- We use Ofsted guidance on obtaining references and criminal record checks through the DBS for staff and volunteers who will have substantial access to children.
- For staff leaving the nursery's employment, we only provide a reference following a request by the new employer and specific to that request with a job description. We will not provide the employee with a reference letter that they can use at any time in the future.

Volunteers and Students

- Students will not be left unattended with the children.
- Anyone under the age of 17 is not included in the ratios unless it is an apprentice in early education that we deem competent.
- Regular volunteers will be DBS checked but those on a one on one basis will not necessarily have a DBS check.
- Volunteers without a DBS will not be left unattended with the children.
- We will support students whilst in our setting and help their professional development.
- Students will be DBS checked when necessary.
- Students and volunteers will have an induction and a copy of the staff handbook.

Practitioners working for families of Little Bicks outside of their working hours

- Before accepting to do any work (*including but not limited to nannying, minding children straight from nursery, taking them in your private car, looking after the nursery child in their own home or anywhere outside of nursery at any time*) of any kind for a family of Little Bicks outside of their working hours, the staff member **must** ask permission of the Senior Manager first, this is not guaranteed to be granted.
- If a family approach a practitioner to look after their children outside of the nursery the nursery accepts no responsibility for this and are in no way liable for any of the practitioner's actions during that time.
- The practitioner must not use data obtained from the nursery files to make contact with a child's parent.
- The practitioner and the family must sign a disclaimer form before the arrangement starts.
- Practitioners must not wear any uniform with the Little Bicks logo or name.
- The nursery will not be involved in this transaction in any way.
- Practitioners must have complete confidentiality during the period of private babysitting – nothing that happens in nursery must be discussed or disclosed, even if it is about that parent's own child.
- Conversations between the practitioner and parents regarding private babysitting arrangements are not permitted to happen on nursery during the practitioner's working hours, whether face to face or on the phone or email.

Date policy was reviewed	March 2024
This policy is due for review before	March 2025