

## Staffing Policy

At ACE Day Nursery the children's safety is paramount so we provide an environment where the staffing arrangements are organised to ensure safety and the needs of the children are met. The children are always supervised and we adhere to the following ratios:

- Children aged under 2 yrs - One member of staff for every three children
- Children aged between 2 yrs & 3 yrs - One member of staff for every four children

When the children are sleeping after lunchtime, two members of staff are always in the room, at least one of these staff members will be level 3 qualified. To adhere to correct ratios at all times, staff can't leave the building on their lunch break unless checking with the one of the management team.

The children and staff move freely around the playroom and garden, the layout is open planned, on one level and we have a free flow routine. 17 children are the maximum number in one session and within that 17 we can care for a maximum of 9 one year olds.

There is always a level 3 or above qualified member of staff in the playroom at all times. At present the following staff members have level 3 or above qualifications:

**Sarah, Jade, Darlena, Paulina, Jo, Natalie and Anna.**

The management team have responsibility to make sure staff are placed in the playroom/garden appropriately. Making sure the staff are interacting and playing with the children and supervising all activities. One of the management team will always be present at the Day Nursery. Any staff/volunteers/students under the age of 17 do not count towards the ratio and they are never left unsupervised. Lisa Touhy is the registered person for both the Nursery School and Day Nursery; Lisa's role is headteacher for both nurseries and Lisa works closely with Sarah Piotrowski who manages the Day Nursery.

Staff will always supervise the younger children and newly toilet trained children in the bathroom area. The staff know the children's development needs well and will identify which of the children can use the bathroom on their own, allowing the child's independence to develop. A risk assessment has been completed to allow children to use the bathroom on their own.

Staff at ACE are encouraged to continuously update their knowledge in Early Years by attending training, which is provided by the local authority. Annual staff appraisals are held to help identify the training needs of the staff, along with regular supervisions.

All staff at ACE take part in induction training to help them understand how ACE Day Nursery operates and their role within the setting. Key parts of the training include health and safety, child protection and behaviour management.

**Policy Adopted:** Summer Term 2018

**Review Date:** Summer Term 2019

**Signed:** *Sarah Piotrowski*

**Position:** Manager