



## Staffing Policy

At ACE Nursery School the children's safety is of paramount importance and therefore we provide an environment where the staffing arrangements are organised to ensure safety and meeting the needs of the children.

The children are supervised at all times and we adhere to the following ratios:

- Children aged two to three years – One member of staff for every four children
- Children aged four years - One member of staff for every eight children

(Please note that these ratios are the legal requirement, but we try and always have a higher staff to child ratio)

The children move freely between classrooms on each level of the building with room leaders in each classroom plus an additional member of staff who moves between the classrooms as required. All room leaders are a minimum Level 3 qualified. We are registered for 40 children and they are spread over two groups (Puffins and Penguins) and each group has their own routine ensuring they visit every area of the school every session. For this number of children we employ 6 full time members of staff, and 2 part time members of staff. Plus the Headteacher who is super- numerate and helps in the classrooms as required. We regularly have students assisting in the classrooms, supporting the trained staff.

**\* Lisa Tuohy - Headteacher**

**\* Lindsey Johnson – Deputy Headteacher, SENCO and Student co-ordinator**

**\* Gemma Spence - Degree in Early Years, Third In Charge, Early Years Foundation Stage Co-ordinator**

**\* Virginie Ghanime – Early Years Teacher, ENCo**

**\* Diana Church – Early Years Teacher Status, SENCo**

**\* Laura Arbelo Ramos – Qualified Teacher Status**

**\*Esperanze Ordenez Fontiveros – Qualified Teacher Status**

**\*Maria Martin Laimuns – Level 3 Diploma in Children's Learning and Development**

**\*Bethany Peck – Part time playworker currently studying for a BA in Primary Education Services**

The management team consists of; Headteacher, Deputy and Third in Charge and they have the responsibility to make sure staff are deployed appropriately.

Any staff/volunteers/students under the age of 17 do not count towards the ratio and they are never left unsupervised.

Lisa Tuohy is the registered person for both the Nursery School and Day Nursery; Lisa's role is Headteacher for both nurseries and works closely with Sarah Piotrowski who manages the Day Nursery.

Staff will always supervise the children and especially the newly toilet trained children in the bathroom area. As the children become more confident and capable in the toilet the staff allow those children to go to the toilet themselves and then follow them after a couple of minutes in case they need any support or help.

Staff at ACE are encouraged to update their knowledge in Early Years by attending training, which is provided by the local authority. Annual staff appraisals are held plus two Supervisions per year to help identify the training needs of the staff.

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

**Policy Adopted:** Spring term 2019

**Review Date:** Spring term 2020

**Signed:** *Lisa Tuohy*

**Position:** Headteacher