



Staffing Policy

At ACE Nursery School the children's safety is of paramount importance and as such, we provide an environment where staff are deployed to ensure the children in our care are kept safe and their needs are met.

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

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

We are registered for 40 children to attend each day and they are spread over two groups (Puffins and Penguins). Each group has their own routine ensuring they visit every area of the school: art and puzzle room on the first floor, big and little rooms on the ground floor, basement kitchen and garden, during the morning and again in the afternoon. We employ 5 qualified full time members of staff, one trainee practitioner and two classroom support workers and a part time student. The Headteacher is super- numerate and assists in the classrooms as required.

- **Lisa Tuohy – Headteacher, Safeguarding Lead, Behaviour Management Lead and Health and Safety Lead. Joined ACE: 2007**
- **Gemma Spence - Degree in Early Years, Deputy Headteacher, Early Years Foundation Stage Lead. Joined ACE: 2003. Currently on maternity leave.**
- **Diana Church – Early Years Teacher Status, Third in Charge, Special Educational Needs and Disabilities Lead, Safeguarding Lead, Domestic Abuse awareness lead, Staff mentor Joined ACE: 2013. Acting Deputy to cover maternity leave.**
- **Maria Martin Laimuns – Level 3 Diploma in Children's Learning and Development, Safeguarding Designated Person, Day Nursery liaison. Joined ACE: 2019**
- **Rebecca Fayers – Level 3 in Children's Learning and Development, Equalities Lead, Behaviour Management support, Environment and Well-being Lead, Staff Mentor. Joined ACE: 2019**
- **Bethany Peck – BA in Primary Education Services, STEM Lead, Special Educational Needs and Disabilities Designated Person. Joined ACE: 2018**
- **Maria Xavier Fermin – Trainee Early Years Practitioner. Joined ACE September 2022**
- **Heather Kimber – Classroom support worker. Joined ACE May 2022**

- **Lalani Chandra-Stewart – Part time student. Joined ACE May 2022**

The management team consists: Headteacher and Deputy.

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 ACE Nursery School and ACE Day Nursery; Lisa's role is Headteacher for both nurseries and works closely with Hanna Ochalik-Baca who is acting Manager covering maternity leave.

Staff always supervise the children, 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 on after a couple of minutes in case they need any support or help.

Staff 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 training needs and give support where needed..

All staff take part in induction training with the help of their colleagues and dedicated staff mentors to help understand how we operate and their role within the setting. Key parts of the training includes: Safeguarding and child protection along with health and safety.

Policy Adopted: January 2023

Review Date: Spring term 2024

Signed: *Lisa Tuohy*

Position: Headteacher