



Staffing Policy

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

- Children aged under 2 years - One member of staff for every three children
- Children aged between 2 and 3 years - 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 will be at least level 3 qualified. To adhere to correct ratios, staff are requested to not leave the building on their lunch break before checking with one of the management team, in case another member of staff is needed to support the children in the playroom.

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 care for a maximum of 9 one-year olds. There is always a level 3 (or above) qualified member of staff in the playroom.

The management team have the responsibility to ensure staff are placed in the playroom/garden appropriately. Making sure they 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 are never left unsupervised.

Lisa Tuohy is the registered person for both the Nursery School and Day Nursery; her role is Headteacher for both nurseries and she works closely with Hanna Ochalik-Baca, the Day Nursery manager.

Staff will always supervise the younger children and newly toilet trained children in the bathroom area. They are aware of the children's developmental needs and capabilities and will identify which of them are able to 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 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 termly supervisions.

All staff take part in induction training when they first join the setting to help them understand how the nursery operates and what their role entails within the setting. Key parts of the training include health and safety, child protection and behaviour management.

Policy Adopted: Spring term 2024

Review Date: Spring term 2025

Signed: *Hanna Ochalik-Baca*

Position: Manager