

EMPLOYMENT AND STAFFING

Creative Minds Nurseries provides a staffing ratio in line with the Welfare Requirements of Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out DBS checks for criminal records in accordance with statutory requirements.

Ratios

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

Children aged 3 months till 2 years of age: 1 adult : 3 children

Children aged two years of age: 1 adult : 4 children

Children aged three years to five years of age: 1 adult : 8 children

A minimum of two staff / adult are on duty at any one time.

Key Person

We use key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the nursery. The key person meets regularly with the family for discussion and consultation on their child's progress.

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Vetting and Staff Selection

- CMN works towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We use OFSTED guidance on obtaining references and enhanced criminal record checks for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the

Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.

- **Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).**
- We keep all records relating to employment of staff and volunteers in particular those demonstrating that checks have been done including the date and number of the enhanced DBS check.

Changes to staff

We inform OFSTED of any changes in the person responsible for our setting.

Training and staff development

- Our Managers and Deputy Managers hold minimum CACHE level 3 in NVQ or an equivalent qualification or a recognised Montessori qualification. A minimum of half of our staff hold CACHE level 2 or equivalent or higher qualification.
- We provide regular in-service training to all staff-whether paid staff or volunteers.
- Our nursery budget allocates resources to training.
- We provide staff induction training in the first 2 weeks of employment. This induction includes our Health and Safety policy, Safeguarding Children and Confidentiality policy. Other policies and procedures are included within the induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Managing staff absences and contingency plans for emergencies.

- As good practice, nursery usually permits one staff to take holiday at a time. Nursery usually operates with extra staffing to maintain staff: child ratios as per the statutory requirement. Nursery will organise for cover when needed.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- **Staff must inform management if they are taking any medication which may affect their ability to care for children and should seek medical advice.**

- Staff will only be allowed to work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises is securely stored and out of reach of children at all times.

We have contingencies plans to cover staff absences as follows:

In the eventuality of the nursery not having adequate staffing in relation to the numbers of children expected to attend, the nursery manager or supervisor will:

- Inform nursery staff that they may need to work later to cover shifts.
- Call in Bank staff
- Call nursery nurse agencies for relief staff.

The last resort will be to:

- Ring parent/ carers to collect their child/ren.