Easebourne Nursery

Staffing Policy and Procedures

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STAFFING POLICY and PROCEDURES

Easebourne Nursery seeks to promote equality of opportunity and to eliminate discrimination as defined under the terms of the Race Relations Act, Equal Pay Act, Sex Discrimination Act and the Disability Discrimination Act, in all our employment procedures & practices.

We are committed to ongoing personal learning and development for everyone involved in the work undertaken. We will take account the cost, timing, family responsibilities, cultural requirements, gender and age sensitivities, potential physical barriers in the environment, or attitudes towards other personnel with different abilities.

We will ensure that:

- all vacant posts are advertised both internally & externally.
- applicants are given clear, concise and accurate information about the job role in order for them to assess their own suitability.
- advertisements and publicity state that our setting is working towards being an equal opportunity employer.
- all appointed staff will have appropriate qualifications and experience for the job role.
- induction and ongoing training will be provided for all members of staff.
- all staff will have an annual Performance Management appraisal.

- any identified training and development needs will be recorded for action and discussed with those responsible if funding is required.
- where possible, there will always be at least two members of staff present with the children.
- there is always a minimum of one adult to eight children (3-4 year olds), one adult to five children (2 year olds) and one adult to three children (0-2 year olds).
- we have regular staff meetings to review our practices, identify training needs, monitor children's progress, observations and future planning and keep up to date of current issues/information.
- all staff enter into a Supervision Agreement and attend Supervision meetings with the Nursery Manager which take place each term and staff suitability is reconfirmed.

Students are welcomed into the setting but we can only accept them if:

- they have written confirmation from the course provider or school that they are a student in need of a placement.
- they are briefed beforehand on the setting's policies and procedures, with particular reference to 'Safety, Health & Hygiene', 'Safeguarding Children, 'Social Development' & 'Confidentiality'.
- they are supervised at all times by a member of staff and are not left alone with a child or group of children.

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