**STAFFING AND EMPLOYMENT POLICY**

**STAFFING POLICY**

A high adult to child ratio is essential in providing good quality nursery care. In our nursery:

1. We have at least one member of staff to each eight children aged over 3 years and one member of staff to each four or five children aged 2 to 3 years.
2. Our keyperson system ensures each child and family has one particular staff member who takes a special interest in them.
3. Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children’s progress and any difficulties.
4. We are constantly in touch with new thinking in the field of child education and care. We receive a regular newsletter offering practical advice and up-to-date information, and have access to a range of professionally produced publications. Parents may ask to see any of these. In addition, on-going training is available through various courses.

**Staff behaviour**

Staff will not smoke or be under the influence of drugs, medication or alcohol that will affect their ability to work with children.

Staff will not have had a criminal conviction that will affect their ability to work with children.

If any member of the staff’s circumstances change, they take on extra paid work outside of Jordans Nursery, or if they are prescribed medication that may impact on the efficacy to work with children, the staff member must inform the Manager who will deal with the situation.

**Procedure for appointing new staff**

1. When appointing staff, we will not discriminate against anyone on the grounds of sex, race, religion or disability.
2. When appointing a new member of staff to work as part of our team we would be looking to meet certain criteria. These would include : A suitable child care qualification, a sound understanding of child development and children’s needs, an ability to help plan and implement nursery curriculum and an ability to work as part of a team with a friendly, flexible approach. Evidence of qualifications and experiences would be asked for in order to help us to judge the suitability of the applicant. The applicant must also be in good physical and mental health.
3. The applicant must not have a child *currently* attending Jordans Village Nursery School as we feel this is not in the best interests of the child.
4. A job description would be set out clearly indicating what would be expected of a new member of staff and the job would be advertised accordingly.
5. The manager and assistant manager would conduct interviews.
6. Once a suitable person has been selected a DBS check would be carried out.
7. References would be requested and followed up.
8. Any new member of staff or students who have not been vetted will be supervised at all times by a member of staff in order to protect children effectively.
9. All new members of staff will be given induction training and made aware of all health and safety regulations. They will be asked to read and adopt the nursery policies.
10. Well-being sessions will be offered to all staff members. Staff are encouraged to share their concerns relating to all areas of the nursery.

*This policy was adopted at a meeting of the nursery school held on (date)………………………*

*Signed on behalf of the nursery school…………………………*

*Understood and accepted by:*