



St. Thomas a Becket Nursery School
3 Tutts Barn Lane
Eastbourne
BN22 8XT

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Registered Charity No. 1097448

Staffing Policy

Responsibility: Trustees

Review Cycle: One to Two Yearly

| Date of adoption / last review: | Signed / Role | Date next review due |
|--|--------------------------|-----------------------------|
| October 2016 | | |
| October 2018 | | September 2020 |
| September 2020 | | September 2021 |
| September 2021 | | September 2023 |
| May 2022 | | May 2024 |
| May 2024 | CHarrison / Nursery Lead | May 2025 |
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St Thomas a Becket Nursery
Staffing Policy

Policy Statement:

St Thomas a Becket Nursery is an independent Registered Charity, number 1097448. The Charity is led by a board of trustees.

Our nursery seeks to provide a staffing structure to provide a solid foundation of support to the strategic and operational needs that ensures the welfare and development of all the children in its care and staff in our employ.

This policy should be read in conjunction with the Staff Recruitment and Induction Policies and the Qualifications, Training, Support and Skills Policy.

We carry out enhanced DBS checks on all new staff, bank staff, students and volunteers who help on a regular basis (please refer to our Safer Recruitment Policy).

Our Standards

We follow our legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Please see our Equality of Opportunity Policy to understand how we ensure fair treatment of all and our commitment to making any necessary workplace adjustments to meet this promise.

Assurances

We adhere in the strictest terms to the need for us to ensure that people looking after children are suitable. Our staff have the relevant qualifications, training and have passed all required enhanced checks to fulfil their roles. Please also see our Safer Recruitment Policy.

Information:

The Nursery Lead is the registered person with OFSTED and as the strategic lead has the overall responsibility for the setting. The Nursery Lead may be contacted for any comments, questions or information about aspects of the general running of the nursery.

The Nursery Manager has day to day responsibility for the running of the Nursery, it's staff and children, and may be contacted for any comments, questions or information about the day to day running of the nursery.

The Nursery Administrator is responsible for general information about the nursery. She liaises with the Local Authority on all matters regarding the Early Years Education Entitlement funding and with the parents regarding their financial arrangements and payments with the nursery.

Structure:

- The Board of Trustees are the employer and decision makers for the nursery. The board consists of a Chair and Treasurer, plus a Secretary and other trustees, including a nursery parent representative. Trustees are recruited locally. In particular, we look to recruit individuals who will fill any gaps in expertise that the board may need, or to support an individual who desires for experience in the voluntary sector to build their confidence to return to the workplace, and we try to recruit from our nursery family, school, parish and EAL communities.
- The Nursery Lead manages the Nursery Manager and manages the strategic development of the setting, the HR and employment of the staff, is the Health and Safety Lead including the signing off of policies that are the responsibility of the Nursery Manager responsibility policies and all other roles as agreed by the Trustees. The Nursery Lead is the key link between the Trustees and the Nursery. The Nursery Lead is not always at the setting but is always contactable in the event of an emergency.
- The Nursery is staffed by a Manager and Deputies (job share between our 2x Room Leaders/Deputy role), one of whom is always in attendance.
- The Nursery Manager is a super-numeri role which allows for a comprehensive mix of responsibilities spanning designated safeguarding Leadership; supervision of staff and review of their practice; the organisation of rotas and release time; induction and mentoring of new staff and staff needing development support; leading of small group work for children with additional development needs such as those with EAL, PSHE, speech and language; development tracking of children; Physical Education and Activity sessions; room cover in the event of staff shortages through absence or other. This list is not exhaustive.
- The Nursery Deputy is a support role to both the Nursery Manager and the Nursery Practitioners, and will take on the responsibilities of the Nursery Manager in their absence. The Nursery Deputy role is shared between our 2 Room Leaders. The Room Leader / Deputy for the 'Caterpillars' takes on the 2 year old lead responsibility and the Room Leader / Deputy for the 'Butterflies' supports the Nursery Manager in the SEND lead throughout the nursery.
- The Room Leaders assume a lead on the delivery of the day-to-day activities for the preschoolers and work with the other practitioners to ensure the learning environment is conducive to children achieving their next steps.
- Nursery Practitioners work on a rota basis to provide a staff/child ratio of at least 1:8 for children aged between 3 and 5 years of age or 1:4 for 2 year olds. There will always be at least 2 members of staff in a room.
- Nursery Assistants, which include Bank Staff members, work alongside the Practitioners and wherever possible, are encouraged to undertake their NVQ2 or 3, as appropriate to the individual, if not already qualified. All Assistants are fully supported in their studies and have proper employment contracts, earning at least the minimum wage for their age band.

- The Nursery Administrator oversees the administration of the session bookings, invoicing, legal paperwork and preparation of the budget spend and wages.

Qualifications:

- The Nursery Lead holds a L6/7 PGC in integrated Children's Centre Leadership.
- The Nursery Manager and Deputy will hold a qualification at Level 3 or above.
- At least half of all other staff will hold a qualification at Level 3 or above. Currently all of our practitioners are L3 qualified.
- In the event that we recruit a new unqualified Nursery Assistant, or more, all the remaining staff will hold, be working towards or at the recruitment stage have a commitment to undertake, a recognised childcare qualification at Level 2 or above.
- All of our Early Years practitioner team are fully qualified in Pediatric First Aid.
- The Nursery Manager leads on the setting SEND provision for any child who needs support.

Training:

- We buy into an annual licence with an online training provider in addition to being able to access training through our County Council. Each staff member has a training profile. All staff are encouraged to undertake additional training.
- Individual training needs will be identified through the supervision and appraisals process.
- Whole team training needs will be identified through the supervision and appraisals process and will be identified in the Nursery Improvement Plan for action.
- The Nursery will hold three inset days a year on which whole team training will be delivered.

Communication and support:

- All staff receive termly supervisions which follow a set format to provide support and coaching for all staff. Our supervisions foster a culture of mutual support, teamwork, and continuous improvement, and encourages the confidential discussion of sensitive issues.
- Informal daily room end meetings take place from 8.30-8.45am.
- Whole practitioner team meetings take place on a Wednesday morning.
- All parents are welcome to help during session times, either on a regular or occasional basis.
- We welcome students who are training to work in childcare or from local schools as part of their work experience programme.
- Students and volunteer helpers are not left in charge of children unsupervised.