



SUITABLE PEOPLE

- *Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so*
- *Adults looking after children must have appropriate qualifications, training, skills and knowledge*
- *Staffing arrangements must be organised to ensure safety and to meet the needs of the children*

Grassroots Day Nursery is dedicated to providing all a child needs to be happy, healthy and secure. In order for us to achieve this, the nursery also needs happy, healthy and secure carers for those children. We constantly strive to achieve those aims.

This Organisation Policy is to be read by all staff members and will remain at the nursery at all times for staff to refer to.

STAFF

The nursery has different levels of staff:

- Manager
- Deputy Manager
- Room Leader
- Nursery Nurses
- Trainees

Whenever a vacancy arises in any area, internal applications will be welcomed.

OPERATIONAL PLAN

One of the key objectives of the Operational Plan is that we operate within the EYFS at all times even in difficult situations.

The nursery policy on this is as follows:

Staff Ratio's

- All staff should know the exact number of children in their room at any time. Consideration should be given to any staff who may not have received their DBS checks back and the Room Leader should ensure that all staff are aware of this. In no circumstances will anyone be left alone with children unless they have an enhanced DBS.
- In cases of staff sickness, staff are to be deployed within rooms to maintain the staff: child ratio. All staff are to move to the room they are needed in. Consideration should also be given to the requirement that each room has an adequate number of qualified staff. In extreme circumstances groups should join up to ensure these criteria are met
- The Manager is kept out of ratios to help in this situation – the Manager can be counted in the numbers when necessary

- Bank staff records are kept on site to be contacted in this situation
- If the situation arises where we do not have sufficient staff and children are still arriving at the nursery the parents MUST be asked to remain with their child. The nursery is not insured against any injury or claim if the adequate staff: child ratios are not being met

PAPERWORK

- It is necessary that we constantly maintain an audit trail. This is a paper record of exactly what happens at nursery such as who was in which room and when. This applies to children and staff
- Every incident and accident must be recorded in the appropriate way. The nursery has a responsibility to children and staff alike to protect them from harm or accusations of harm. If an allegation of any nature is made against a member of staff we need to have records as evidence
- All nursery procedures will be covered in Induction training

LINES OF REPORTING

In general, the nursery Manager will make day-to-day decisions in respect of the running of the nursery. The Nursery Manager should always keep the Proprietor up-to-date with any significant events. Deputy and Room Leaders should report directly to the Nursery Manager and all other staff should report to their Room Leader or Nursery Manager if they prefer.

<p>SignedProprietor</p> <p>Signed.....Manager</p> <p>To be updated 1/11/2017 or before if required</p>
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