



Little Star Nursery is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters. We believe high quality and dedicated committed staff is the key to ensuring children develop at their best.

- Staff ratios are always within the statutory requirements of 1:3 for under 2 year olds, 1:4 for under 3's and 1:8 for over 3 year olds* (this number can be 1:13 if a member of staff is present who holds a full and relevant level 6 degree, currently held by the manager, Kate Wilson and deputy, Gemma Green). However we always ensure the level of staffing is sufficient to meet the needs of the children at the nursery.
- Our key person system ensures each child and family has one particular staff member who takes a special interest in them.
- The manager arranges regular staff meetings where all staff are able to discuss and contribute in a positive manner.
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- Staff supervisions which are held on a one to one basis with the manager or deputy manager allows all members of staff to discuss their own personal development as well as contribute to the running of the setting and to talk about any problems or issues they may have to do with any aspect of their work.
- Personal mobiles are not used during working hours and are kept in a separate secure place.
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- The Manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break
- Staff are encouraged to access CPD training through the local authority in order to meet their own personal development needs and any specific skills that they or the manager have identified them needing.

Terms and Conditions

The Nursery is committed to promoting family friendly employment practices to help staff balance work and family commitments. The Nursery will make every effort to be flexible with staff and to promote harmonious working relations.

The Nursery will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.

In return, the Nursery expects honesty, loyalty and diligence from its staff.

All staff will have written employment contracts, including rates and levels of pay and other terms and conditions, which are the responsibility of the owners, Kate Wilson and Lydia Cockle. It is understood that the terms of contracts can vary each year, with regard to actual working hours.

All staff have job descriptions, which set out their staff roles and responsibilities.

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. 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 the Nursery imposing conditions or requirements that are not justifiable.

We support the work of our staff by holding regular supervision meetings and annual appraisals.

Qualifications, Experience and Safety Checks

All staff (including students and volunteers) will be suitably qualified, have relevant experience and have undergone a Criminal Records Bureau disclosure.

The Nursery will not employ staff or volunteers who have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989. A person who has not undergone a Criminal Records Bureau disclosure, but who is on the premises (such as a member of staff awaiting the result of a CRB check) will not be left unsupervised with a child.

Staff must disclose if they live in the same household as another person who is disqualified from working with children.

All staff are fully aware of the safeguarding and e safety policies of the nursery and follow them at all times.

All staff undertake child protection training

All staff have a responsibility to contribute towards the settings commitment to protect children and encourage a safer working culture.

All staff hold appropriate qualifications as defined by the Children's Workforce Development Council (CWDC).

Standards of Behaviour

- Members of staff need to be aware that they are role models and are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- Members of staff are expected to display both knowledge and understanding of multi-cultural issues and inclusion, and a commitment to treating all children as individuals and with equal concern and respect.
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- Staff have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- Members of staff will ensure that their dress and personal appearance are appropriate for working with children and have an awareness of health and safety issues.
- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is allowed on the Nursery's premises.
- No bullying, swearing, harassment or victimisation will be tolerated on the Nursery's premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.
- Staff should be aware of the appropriate use of physical intervention and adhere to the setting's behaviour policy.

Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances. Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquires should be passed in the first instance to the Management Committee.

(Further details of the Nursery's confidentiality procedures are set out in the Documentation and Information policy.)

Illness and absences

Staff should inform the manager if they are taking any medication that may affect their work.

Staff should negotiate statutory annual leave with the Management Committee in all cases giving as much notice as possible.

If staff are unable to attend work due to illness or other medical condition, they must contact the manager in the first instance prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return.

On returning to work, staff should complete a self-certification form for any sickness absence.

A return to work interview will take place by the Manager.

For absences of longer than 7 days, a doctor's certificate must be submitted.

The Manager will keep records of all sick-leave, other absences and lateness.

Policy reviewed October 2017