

Once Upon A Time Nursery  
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## Staff checks

### **Nursery staff**

We aim to provide the highest standard of care and we therefore employ staff with a range of qualifications and experience, and from a range of backgrounds.

There is a Room Leader in charge of each Room, supported by Nursery Nurses. We also employ cover staff as Nursery Assistants. The Group Leaders must be qualified to NVQ level 5 in Childcare and Education. Our Nursery Nurses are either qualified to NVQ 5 or are working towards it. Nursery staff are encouraged to develop their knowledge through further training and education. Training sessions and staff meetings are held regularly so that staff can keep abreast of current issues and discuss any problems.

The staff are the most important resource of any Nursery. They do a very demanding job and continually try to improve the standard of service.

### **Staff supervision**

No member of staff will be left unsupervised until their competence and suitability has been established through a period of close supervision. Following this period, staff will work without direct supervision at some times. All staff are under general supervision.

Volunteers and students all work under supervision. School children on community service or work experience always work under supervision.

### **Staff training and development**

Staff are required to undertake certain training which is considered necessary to the efficient operation of the service, and such training will be given with the minimum of delay.

All new staff are police and health checked. All qualifications are verified and two references are followed up. All new staff are also supervised for a period of time before they are allowed to work unsupervised. Following this period, the member of staff is permitted to work without close supervision in any area.

Minimum staffing ratios will always be met and mostly exceeded

- **Children aged 0-2** - one member of staff to three children
- **Children aged 2 years** - one member of staff to four children
- **Children aged 3-7** - one member of staff to eight children
- **Children aged 8-12** - one member of staff to ten children