



Staffing

At Zeeba Nursery, we believe that a quality learning experience for children requires a quality workforce. A well-qualified, skilled staff strongly increases our potential to deliver the best possible outcomes for children.

QUALIFICATIONS

All Zeeba Nurseries have a supernumerary Manager, who must hold a minimum of a full and relevant Early Years level 3 qualification.

The Manager must also have at least 2 years' experience of working in an early years setting, or have at least two years' other suitable experience.

There is a named supernumerary Deputy Manager at each nursery, capable and qualified to take charge of the nursery in the absence of the Manager. Deputy Managers also hold a full and relevant Early Years level 3 qualification or above.

Our Room leaders are experienced and hold at least a full and relevant Early Years level 3 qualification.

We are aiming to have a 100% qualified childcare team and offer continuous professional development opportunities.

We will refer to the Department for Education Early Years qualification list for guidance on full and relevant qualifications: <http://www.education.gov.uk/eypqd/search/search.cfm>

We will use NARIC for the recognition and comparison of international qualifications and skills: <https://www.naric.org.uk>

RATIOS

At Zeeba Nursery, we will meet the requirements for adult to child ratios, as set out in the Statutory Framework for the Early Years Foundation Stage, meeting the needs of all children and ensuring their safety. We will inform parents / carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children will always be within sight and hearing of staff.

We will adhere to the ratios set out below.

- **Children aged 0-2 years**
 - There will be at least 1 practitioner to 3 children.
 - At least 1 practitioner will hold a full and relevant level 3 qualification and have suitable experience of working with children under two.
 - The room leader for the under twos' room must have suitable experience of working with under twos.
 - At least half of all the other practitioners in the room will hold a full and relevant level 2 qualification and will have received induction training on the care of babies.
- **Children aged 2-3 years**
 - There will be at least 1 practitioner to 4 children.
 - At least 1 practitioner will hold a full and relevant level 3 qualification.
 - At least half of all the other practitioners in the room will hold a full and relevant level 2 qualification.
- **Children aged 3 and over**
 - There will be at least 1 practitioner to 8 children. We will keep the 1:8 ratio even if there is a person with QTS, EYPS, EYTS or another suitable level 6 qualifications working directly with the children.
 - At least 1 practitioner will hold a full and relevant level 3 qualification.



- At least half of all the other practitioners in the room will hold a full and relevant level 2 qualification.

VISITS AND OUTINGS

Appropriate adult to child ratios for visits and outings depends on how the safety and the individual needs of the children can be assured and will be considered according to each outing as follows:

- For familiar/ local outings:
 - 1 adult for 2 children for the 0 to 3 age range
 - 1 adult for 4 children for the 3 to 5 age range
- For specific outings or using public transport :
 - 1 adult for 2 children

Parents / carers may be counted in ratio, however children will not be left alone with them.

On outings involving more than 12 children, the person in charge will be out of ratio for the duration. This will allow for easier monitoring of numbers at all time.

Please see our Visits and Outings policy for more details.

ARRANGEMENTS

There will always be 2 practitioners present when children are on the nursery premises (i.e. late pick up, uncollected child), one of whom is part of the management team.

It is the responsibility of the Manager to ensure that there are sufficient practitioners available to cover breaks, holiday, sickness and time spent with parents, in order to ensure that ratios and qualification requirements are always met. This will be done by using regular bank staff, who all receive a full induction when starting with us. On occasion, agency staff may be needed. All agency staff will have an enhanced DBS and be given a short induction before starting with us.

We also employ additional staff to carry out meal preparation, maintenance and cleaning of the premises.

There may be times in the event of an emergency where the Manager will need to re-group children, reorganise rooms or re-deploy practitioners to ensure adult to child ratios are met and / or to meet the individual needs of all children. In such instances, we will continue to ensure that the children benefit from a consistent experience.

SUPERVISION OF SLEEPING CHILDREN

When all children in the room are sleeping on mats, it is acceptable to have one practitioner with the children (to allow lunches to take place). Children are checked on a regular basis (using breathing charts). Safeguarding will be considered at all times e.g. is the practitioner within sight and hearing of another practitioner (vision panels, adjoining room). There will always be enough staff on site to aid with evacuation if required. As soon as one child wakes, a second practitioner will support the room. Ratios must be maintained at all times in response to the number of children awake.

SUITABLE PEOPLE

Zeeba Nursery will endeavour to ensure that all practitioners looking after children and support staff (chefs, cooking assistant, and maintenance operative) are suitable to fulfil the requirements of their role. We operate a comprehensive recruitment and selection process and ensure that all practitioners working within the nursery are aware of our commitment to safer recruitment and safeguarding at all stages of our procedures and processes.

Our recruitment process includes:

- A pre-selection process based on the application received



- An interview, conducted on Zeeba Nursery premises, by at least 2 members of the management team. All candidates will be asked the same questions, and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. No job applicant or employee will receive less favourable treatment on the grounds of age, gender, disability, marital status, race, religion or belief, pregnancy or maternity.
- A trial session (Applicants may be asked to attend a trial, either on the day of the interview or shortly thereafter. This trial is generally around 3 hours long, during which the applicants' interactions with the children will be observed. Applicants completing a trial will never be left alone with the children or asked to perform any intimate care routine).
- 2 references, one being the previous employer (written references are always sought.) All relevant information provided by the referees to be retained in the individual staff file.
- Enhanced DBS disclosure (if a DBS has not been applied for, the applicant cannot start. If the applicant has an existing enhanced DBS, less than 1 year old, and is able to provide the original not a photocopy, then the applicant will be able to start with us, but never be left with the children unsupervised. A new enhanced DBS will be re-applied for immediately. Please see Ofsted 'Disclosure and Barring Service checks for childcare providers who register with Ofsted' September 2014).
- The disclosure reference number, date, status and details of who requested the DBS will be recorded by the Nursery Manager and be made available to OFSTED during an inspection.
- The Manager will request to see the original of the staff qualifications and keep photocopy of the certificates.
- An induction (induction training includes information about emergency evacuation procedures, safeguarding, child protection, inclusion and health and safety issues, ensure all the policies and procedures are read and understood, provide support and understanding of the daily routines and tasks). Please see our Zeeba nurseries staff handbook.
- Job descriptions, which set out their roles and responsibilities, are made available to all staff.

We will ensure that all staff have sufficient understanding and use of English to ensure the well-being of children in their care (i.e. keep records in English, liaise with other agencies in English, summon emergency help, understand instructions such as those the safety of medicines or food hygiene)

DBS UPDATES

Enhanced checks for criminal and other records through the Disclosure and Barring Service (DBS) are done for all staff, volunteers, students and apprentices, in accordance with the statutory requirements.

All staff are required to register for the DBS update Service (£13 per year- payable by the employee) and to sign the Suitability Declaration permission for the Manager to check the DBS status as needed during their employment at Zeeba Nurseries.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us. Staff will sign a declaration of suitability, including a clause regarding disqualification by association, at each of their supervision sessions.

Please note that failure to declare information may lead to a disciplinary hearing or immediate dismissal.

Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

STUDENTS, VOLUNTEERS AND APPRENTICES

Zeeba Nursery recognises that qualifications and training make an important contribution to the continuous quality of care and education provided. As part of our dedication to high quality in childcare, we offer placements



to students and apprenticeships in early years and training within our settings (at level 2 and level 3, EYTS) and work in partnership with tutors. However, as we make the needs of the children paramount, we will not be admitting students in numbers that hinder the essential work of the nursery.

Practitioners or students under the age of 17 will not be included in the adult to child ratios and will be supervised at all times.

Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 and over) may be included in the ratios if the Manager is satisfied that they are competent and responsible and a risk assessment has been made.

Students, volunteers and apprentices:

- Will be DBS checked
- Will not be left unattended with children nor be involved in intimate care routines
- Are advised of our confidentiality policy and required to respect it
- Will receive an induction prior to starting with us
- Are expected to follow Zeeba Nursery policies and procedures

AGENCY STAFF

On occasion we may have to use agency staff. All agency staff used by Zeeba Nursery have an enhanced DBS. On arrival, the agency staff will be given a tour of the premises and an induction on our main policies and procedures. Agency staff will not be left unattended with children nor be involved in intimate care routines.

STAFF ABSENCES

Please see our Absence policy.

KEY PERSON

Each child is assigned a key person and a buddy key person.

Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents / carers (see Key Person policy).

PAEDIATRIC FIRST AID QUALIFICATION

At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present, and there must be at least one paediatric first aider to accompany children on outings.

First aid training must be relevant for workers caring for young children and babies and the training must cover the course content as for St John Ambulance or Red Cross paediatric first aid training.

Training is renewed every three years.

See our First Aid Policy.

FOOD HYGIENE

All our staff involved in preparing and handling food are trained in food hygiene. Training is renewed every three years.

TRAINING AND DEVELOPMENT

All practitioners receive induction training to help them to have a clear understanding of their roles and responsibilities. Induction training includes information about emergency evacuation procedures, safeguarding, child protection, inclusion and health and safety issues.



Zeeba Nursery recognises the importance of continuous development to ensure high quality learning, motivation and to foster reflective practice. We will make arrangements to support their staff to undertake relevant trainings and courses organised by the local authority and other reputable organisations.

SUPERVISIONS

Practitioners who have contact with children and families have access to regular supervision, providing them with support coaching and training and promote the interests of children.

Supervision fosters a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

Our supervision format includes a yearly performance review, an update after 6 months, regular supervisions in the room to discuss any issues concerning children's development or well-being and identify solutions to address issues as they arise.

DISMISSALS

Under the Safeguarding Vulnerable Groups Act 2006, we have a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left our nursery first) because they have harmed a child or put a child at risk of harm.

DISQUALIFICATION

In the event of the disqualification of a person working for Zeeba Nursery, we will not continue their employment. If we become aware of relevant information that may lead to the disqualification of an employee, or any significant event which is likely to affect the suitability of any person who is in regular contact with children, we will take appropriate action to ensure the safety of our children and will not continue the employment. Relevant information will be given to Ofsted within 14 days of the date we became aware of the information. These include:

- a. Details of any order, determination, conviction, or other ground for disqualification from registration under the regulations made under section 75 of the Childcare Act 2006;
- b. The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- c. The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- d. A certified copy of the relevant order (in relation to an order or conviction).

This applies to an employee living in the same household as another person who is disqualified or because they live in the same household where a disqualified person is employed.