

Organisation policy

As an expanding business, there are always new career prospects on the horizon and we feel very strongly that promotion from within should be encouraged. An indication of this commitment is our Training & Development policy which will support the training you need to cover a variety of differing career choices.

Tiny Oaks 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:

- Director
- Manager
- Deputy Manager
- Third in charge
- Head of Department /Room Leader
- Level 3 Nursery Practitioners (and above)
- Level 2 Nursery Practitioners
- Nursery Assistants
- Apprentices

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 Ratios

- 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. Under no circumstances are these staff to be left in situations where they are unaccompanied by DBS-checked staff
- 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

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- 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
- Only those aged 17 or over may be included in ratios if they are suitable, as in paragraphs 3.9 to 3.11 (and staff under 17 should be supervised at all times). Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

Staff/child ratios

- **For children aged under two years**
 - There must be at least one member of staff for every three children.
 - At least one member of staff must hold an approved level 3 qualification, and must be suitably experienced in working with children under two
 - At least half of all other staff must hold an approved level 2 qualification
 - At least half of all staff must have received training that specifically addresses the care of babies
 - Where there is a room for under two-year-olds, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos
- **For children aged two**
 - There must be at least one member of staff for every four children
 - At least one member of staff must hold an approved level 3 qualification
 - At least half of all other staff must hold an approved level 2 qualification
- **For children aged three and over in registered early years provision where a person with Qualified Teacher status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children**
 - There must be at least one member of staff for every 13 children
 - At least one other member of staff must hold an approved level 3 qualification
- **For children aged three and over at any time in registered early years provisions when a person with Qualified Teacher Status, Early Years Professional Status, or suitable level 6 qualification is not working directly with the children**
 - There must be at least one member of staff for every eight children
 - At least one member of staff must hold an approved level 3 qualification
 - At least half of all other staff must hold an approved level 2 qualification

Ofsted determine that a higher staff to child ratio than outlined here to ensure the safety and welfare of children is good practice.

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Ofsted expect the teacher or equivalent to be working with children for the vast majority of the time and not short sessions during a day. Where they need to be absent for short periods of time, we must ensure that the quality and safety is maintained.

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 all children and staff
- All personnel who enter the nursery are required to sign in and out as part of our robust safeguarding practices
- Tiny Oaks Day Nursery reviews these policies regularly and make every effort to ensure that policies and procedures are amended to conform with current legislation and directives. All amendments are recorded on the amendment front sheet. All staff are made aware of any amendments
- 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

Ad hoc checks

The OFSTED Compliance officer (where applicable) will perform ad hoc checks on every room to ensure key paperwork is being completed.

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 Registered Person (Director) and the Deputy manager / Third in Charge up to date with any significant events. Room Leaders / Head of Department should report directly to the Nursery Manager and all other staff should report to their Room Leader.

Decisions will always be made in a timely fashion and rolled out across the setting should it be appropriate. Support will come from the Director / Manager / Deputy manager / Third in Charge and it is their role to keep the nursery up to date with new Ofsted legislation and directives.

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
16/1/2023	<i>m khaira</i>	16/01/2024