

Staffing Policy

We recognize that a high adult: child ratio is essential in providing good quality care.

At Blackwell Montessori Nursery Ltd:

- We have at least one member of staff to each eight children (3 year olds and above)
- We have at least one staff member to each four children (2 – 3 year olds)
- Our key worker system ensures each child and family has one particular staff member who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- Staff training meets all regulatory requirements. In addition we aim to ensure that at least $\frac{3}{4}$ of our staff hold appropriate qualifications and all other staff hold or are working towards qualifications appropriate for their position in the group.
- Regular in service training is available to all staff, both paid and volunteer members.
- Our budget includes an allocation towards training costs
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Staff holidays should normally be taken out of term time, staff has to inform the manager if they plan to take time off during term time, giving as much notice as possible, the minimum notice being 2 full weeks.

For unplanned absences e.g. illness, staff member must inform the manager by a phone call as soon as they know they cannot come to work. If staff cannot attend the following day they must inform the manager of this by 12 noon. (E.g. if staff cannot come to work on Tuesday they must phone up by 12 noon on Monday at the latest, whenever possible.) Staff can contact the manager during weekends, evenings and holiday periods as well and are encouraged to do so to ensure smooth running of the nursery.