

STAFF AND DAILY WORKING POLICY

This policy describes how staff should work together on a daily basis and as a Team.

There are 9 members of staff including 1 pre-school leader, 1 deputy leader, 1 administrator and 6 pre-school assistants. The staff who have direct involvement with the children are known as Aunties and they supervise and take care of the children. At all times during a pre-school session staff are to be addressed by their 'Auntie' name. eg Auntie Janice.

All members of staff have up to date DBS clearance certificates. The adult/child ratio meets with the current Ofsted requirements with an aim of always keeping the ratio of at least 1:8 for 3 year olds and over, and 1:4 for 2 year olds.

A minimum of two staff/adults are on duty at any one time.

Greenmount Village Pre-School has a key person system. This means that each member of staff has a group of children for whom she is responsible. Only the designated key person is to discuss or consult with the family regarding that child's particular needs and interests or any problems or issues that may arise during a pre-school session.

If this member of staff is not present then the pre-school leader is to speak to the parents or in the event that she is also absent, the responsibility falls to the deputy leader.

The Keyworker keeps a Learning Journey for each of their children by taking regular observations of their designated children at play. All new developments are to be noted and recorded.

These files are to be completed during pre-school sessions and all files are to be kept on site in the appropriate filing cabinet. They are not to be removed from the building. The keyworker is to observe confidentiality as necessary.

Staff should adhere to the 'jobs rota' as prepared by Janice except in exceptional circumstances.

Staff meetings are to be held at regular intervals to undertake curriculum planning and to discuss children's progress and any difficulties.

General consensus is to be agreed between all staff on any decisions concerning the Early Years Foundation Stage, and the decisions reached will be implemented by all staff.