

Staff Roles and Deployment Policy and Procedure

Date: September 2018

Review Date: October 2019

Effective Management and deployment of staff are critical factors in securing nursery improvements. Staff are the most important resource available to the nursery and it is through them, more than anything else, that they can improve its performance. Good deployment of staff can lead to better learning and development.

Nurseries can incur many indirect staffing costs e.g. recruitment costs, sickness cover etc. Effective staff management and good planning can minimise these costs and as staffing costs are the most expensive item in the budget of any nursery, failure to manage them properly can rapidly lead to a financial crisis. No nursery can be said to be financially, well managed, unless it's most expensive and valuable resource, the staff, are deployed and managed effectively.

The Management Team and the Directors will make sure there is enough revenue to provide adequate staffing in order to maintain good adult: child ratio's.

To deploy staff effectively, it is essential that:

- Staffing is properly planned and costed
- Consideration is given to ways of attracting and retaining staff by, for example, offering working patterns which enable individuals, where necessary, to meet domestic commitments
- Checks are made to ensure that staff are given tasks appropriate to their level and competence
- There is continuous improvement of working practices to make them more efficient
- Timetabling ensures that the best use is made of all staff
- Management information about staff productivity/effectiveness is generated and reviewed regularly
- Staff have the opportunity to work in all aspects of the nursery covering any roles which includes working with another age group other than their usual age.
- Promoting a Unique Child, Positive Relationships, Enabling Environments Staying Safe & Positive contribution is adhered to at all times.

The effective deployment and good management of staff can ensure:

- Staff are given work to which their skills and aptitudes are best suited
- Staff are able to concentrate on raising the standards of care and learning of children in their care
- We aim to keep the disruption of staff absence to a minimum so that it does not affect the children
- Staff have high levels of morale and work well as a team

Procedure

- Staff are assigned a room to work in and they are required to assist the Head of Room
- Staff are expected to cover positions within the nursery that may be outside of their assigned room this may occur during absence of staff through sickness or holiday and through covering any staff breaks during the day
- This will also help all staff have regular contact with the children and staff in other rooms ensuring an overall effectiveness of the setting
- Staff work as team and have regular team meetings
- New staff will have an induction period of 3 months
- The ratios are adhered to in each room, these being the 2 year Room 1 staff to 4 children, and the 3 and 4 year old room having 1 staff to 8 children

Our Key person system ensures each child and family has one particular staff member whose responsibility for the child's well-being, learning and development and building a relationship with the parent/carer and the child, (please see our key person policy for more information).

Management Signature:

Date: