

# Staffing and Employment

## Nemo's Nursery & Pre-School

### Staffing and Employment

A high adult – child ratio is essential in providing good quality nursery care.

In our nursery:

We are committed to recruiting, appointing, and employing staff in accordance with all the relevant legislation.

All our staff have a DBS (Disclosure and Barring Service) check done by Nemos when joining our team. Each new member of staff is given a copy of the 'Staff Code of Conduct', which will be read, signed, and agreed upon, before starting their new position with us. We support the work of our staff and identify their development needs by means of regular supervision meetings and annual appraisals.

We work towards an equal opportunities employment policy, seeking to offer job opportunities based on suitability for the job, regardless of gender, religion, ability, social, ethnic or cultural background or age.

Our key worker system ensures each child and family has one particular staff member who focuses on their individual development and progress folders. Regular staff meetings provide opportunities for staff to discuss the children's progress.

Staff are permitted to take on babysitting duties for parents who make private arrangements with them. This arrangement is not linked to the nursery business. Please ask to see the separate babysitting policy for full details.

Staff training meets all regulatory requirements. Ongoing training is available to all staff, through Bournemouth, Christchurch and Poole Borough Council.

Practitioners are not permitted to have their mobile phones or cameras during working hours. All staff mobiles are kept in a secure area away from where the children are accommodated. Staff are not permitted to correspond with setting families through social networking sites.

If a staff member leaves the setting, they are unable to accept work with a family which were introduced during their working time with Nemo's either Part time/Full time until 6 months has elapsed.