

Staffing Policy (updated Mar '23)

We believe that the quality of care we offer is dependent on the quality of the staff. The qualifications of staff at Little Acorns range from NVQ 2 through to Qualified Teacher Status.

Sessions are led by Deputy Manager, Pam Grosvenor or Senior Early Years Practitioner, Jayne Lock or by Setting Manager, Clare Williams. These staff members are trained to Level 3 or beyond. The majority of staff are First Aid trained and all are DBS (previously CRB) checked. Regular volunteers are also DBS checked.

Good quality of care can only be achieved by high adult: child ratios. Little Acorns aims to have an adult to child ratio of 1: 6 or better.

We operate a key person system meaning a member of staff is assigned a small number of children. The key person visits new starters at home and liaises with parents throughout their child's time at Pre-School. She observes, assesses and plans for her Key children and works in partnership with their parents/carers. The Key Worker writes Settling in reports, Quarterly Updates and transition reports for these children and organises information sharing meetings and other updates.

Staff are deployed throughout the sessions, indoors and out, to maintain the children's safety and support and extend children's learning.

Weekly staff meetings take place to discuss children's progress or individual needs, to train, plan and reflect on pre-school policy and practice.

Supervision

All new staff are inducted and supported by managers and colleagues into the routines and procedures of the setting.

Each member of staff has a Staff Handbook with guidelines to adhere to. They are encouraged and supported to keep their training and knowledge current and updated, externally through Dorset Council Nexus courses, via internal training at staff meetings, inset days and through specific shared training. We encourage and support staff in their Continuing Professional Development and many staff undertake long term courses as part of their Early Years role in their own time, such as Dingley's Promise Inclusion training.

All staff members have termly supervision and the opportunity for ad-hoc meetings with the Manager. This is to support and encourage development.

Staff supervision is a means of:

- 1) Developing a sense of belonging, feeling significant, valued and important.
- 2) Sharing feedback, worries and concerns.
- 3) Recognising competencies and identifying areas to improve or for training.