



2.1 Staffing and employment policy

Brockham Green Nursery recognises that the quality of the day care provided depends on the suitability of the adults providing the care.

1. When selecting a Nursery Supervisor, Brockham Green Nursery will work alongside OFSTED to ensure that the following is considered:

- The applicants understanding of the Early Years Foundation Stage and their ability to meet them
- Their ability to provide warm and consistent care
- Their relevant training qualifications
- Their relevant experience
- Any convictions or any other information that might put the safety and welfare of a child at risk or disqualify the nursery from providing day care
- Mental and physical fitness to care for children
- Ability to make decisions about the suitability of any staff or volunteers

2. When selecting a Nursery Supervisor, Brockham Green Nursery will consider a range of qualifications such as the following:

- Diploma in Nursery Nursing (NNEB)
- B Tec National Diploma/Certificate in Early Childhood Studies
- NVQ Level 3 in Childcare and Education
- Pre-School Learning Alliance Diploma in Playgroup Practice
- Teaching Certificate
- Qualified Teacher Status
- Health Visiting Certificate
- Appropriate level 3 social work qualifications
- Appropriate level 3 nursing qualifications

3. When selecting a Nursery Supervisor, Brockham Green Nursery will ensure that the person selected has appropriate experience, skills and ability, as well as suitable qualifications.

4. When selecting a Nursery Supervisor, Brockham Green Nursery will ensure that the equal opportunities policy is adhered to.

5. When selecting a Nursery Supervisor, Brockham Green Nursery will ensure that the appropriate checks are carried out by OFSTED.

6. When selecting other members of staff, Brockham Green Nursery will ask for evidence of qualifications and experience.
7. When selecting other members of staff, Brockham Green Nursery will ask about an applicant's knowledge of important childcare matters including the needs of children, the Early Years Foundation Stage and equal opportunities.
8. When selecting other members of staff, Brockham Green Nursery will ensure that the equal opportunities policy is adhered to.
9. All references will be followed up prior to offering a position.
10. When selecting other members of staff, Brockham Green Nursery will ensure that the appropriate checks are carried out by OFSTED.
11. Once employed, all staff will be required to read and sign a contract with the Nursery. All staff will be required to read and implement the Nursery policies.
12. Regular and appropriate training will be offered to all staff.

All staff will be asked if they are on any medication that might affect them working with the children. If medication is required during Nursery hours, it will be securely stored and out of reach of the children.

The Disclosure and Barring Service will be used to help make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. All staff will be DBS checked.

General Data Protection Regulation - www.gov.uk

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