

Staffing, Development and Training Policy

Statement of Intent

We aim to be a fair and supportive employer, who value our staff and create a positive working environment where professional development and wellbeing are prioritised. The overall quality of our nursery schools is underpinned by our staff having the appropriate qualifications, skills, training and clear understanding of their roles and responsibilities. We believe ongoing personal professional development is essential for the delivery of high-quality learning and development opportunities for children in their early years.

Aims

- ★ To pay staff fairly and provide safe, supportive working conditions.
- ★ To offer training, supervision, and professional development opportunities.
- ★ To ensure staffing ratios and structures meet EYFS requirements.

Methods

Staffing structure and ratios

The nursery is led by a Nursery Manager alongside a Deputy Nursery Manager. Each room has a Room Manager, Deputy Room Manager and a team of Early Years Practitioners. We also employ and train Early Years Apprentices. Each setting has a Cook who oversees most of the food preparation. We occasionally support long term students on placement and call upon a small Bank team. Each job role has their own Job Description.

Statutory ratios are followed:

- ★ Under 2 years: 1 adult : 3 children
- ★ 2 years: 1 adult : 4 children
- ★ 3–5 years: 1 adult : 8 children

We use a Key person system to ensure every child and family has a particular member of the team to track their child's learning and development, to be there for open discussion and support.

Our team members hold various qualifications ranging from Level 2 to a Level 7 Early Years Teacher Status. All new Apprentices work towards the Level 3 Early Years Educator diploma. Apprentices can be counted in ratio once the Nursery Manager feels they are competent within their role.

Each member of the team signs an Employment contract when they join the nursery. The nursery Policies and Staff Handbook form part of their contract.

Development and training

All new staff receive a six-month onboarding induction, also known as their probation period. Vital training on safeguarding, child protection, Prevent Duty, and health and safety is completed within the first few weeks. We work closely with new team members in their first six months to ensure they are the right match for the nursery. We do this by setting, supporting and tracking clear goals and performance expectations.

We ensure all staff have full paediatric first aid (PFA) training before being counted in ratio. All team members renew their 12-hour PFA training every three years. All team members attend Norfolk County Council's Introduction to Safeguarding every two years and refresh their knowledge regularly within staff meetings. Multiple members of the management team renew their Designated Safeguard Lead (DSL) training every two years. We have two Nursery Managers qualified as internal trainers to deliver Step-On training, which focuses on positive behaviour strategies.

Every staff member is given the opportunity to further develop their training, knowledge and skills through continuous professional development. Our managers dedicate a lot of their time in mentoring their team's performance, using observations, constructive feedback and specific training courses. They hold regular high quality staff meetings to keep the entire team up to date with industry changes and updates.

Every six weeks each member of the team has a 1:1 supervision session with a manager to celebrate their successes, reflect on their Key Children's development and set goals for the coming weeks. Managers use these sessions to closely track each individual's development and support any training needs. Each staff member also receives an annual appraisal to reflect on their last year and set professional goals for the coming year.

We use training providers such as Noodle Now, National Day Nurseries Association and Norfolk County Council run courses. We have a training budget which is set annually and reviewed to ensure that the team gain external support and training where needed. We support higher education Early Years, such as Foundation degrees, Honour degrees and Early Years Teacher Status training.

Apprentices are supported throughout their Level 3 Early Years Educator diploma. We mentor and role model to provide the best training possible, teaching all the skills to become an outstanding Early Years Practitioner. Nearing the end of their apprenticeship, we aim to place them within a permanent position, depending on our staffing requirements at that time.

Any causes for concern around a team members capability or performance is supported using our Capability policy.

This policy was adopted by Once upon a time nursery school

Date: 1 September 2025

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise