

Egg Day Nursery

Supervision of staff and students policy

The setting manager is responsible for ensuring all staff are registered to work on the premises. Checks are carried out via an enhanced CRB clearance and verified by the inspection body, however staff can work in the nursery before these checks are completed as long as they are supervised by registered staff at all times.

This will change from Nov 2010 with the introduction of the Independent Safeguarding Authority (ISA). All new staff will be required to be registered on the ISA register BEFORE they commence work with children. Enhanced CRB disclosures will still be required to ensure their overall suitability.

All nursery staff will be informed of staff awaiting enhanced CRB clearance.

Staff awaiting an enhanced disclosure will never:

- be left unsupervised whilst caring for children
- take children for toilet visits unless supervised by registered staff
- change nappies whilst unsupervised
- be left unsupervised during outdoor play
- be left alone in a room with children
- administer medication
- administer first aid.

Whilst ensuring all the above are adhered to, we still recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and participate fully in every other aspect of the nursery day.

Students

The nursery is committed to sharing best practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff and gain work experience within our nursery. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept 2 student(s) at a time each term, as more students than this places undue pressure on the staff.

Students are expected to be associated with a recognised child related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Students will attend a pre-visit to the nursery for an interview, followed by their student induction and nursery tour. At this time students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook, and sign their contract in readiness for their first day:

- students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children
- we require students to keep to our confidentiality policy
- it is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the student co-ordinator to receive feedback about the student's progression
- students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities and will aid their development
- an accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed
- to maintain parent partnerships, parents will be informed of when students are present in the nursery by way of the parent notice board. Wherever possible this will be accompanied by a recent photograph of the student.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes. Confidentiality must be upheld at all times. Students are attached to a senior member of staff will supervise their work and explain the health, safety and fire requirements. All students are encouraged to contribute fully to the nursery routine and to spend some time in each area. Students must not be left alone with children and they will not be assisting in any toilet or nappy changing times.

This Policy was adopted by Egg Day Nursery on (date):__14/12/09_____

Signed by:___BRWhite_____

Position: _____Business Manager_____