

The Ark
Staffing & Student Policy

Staffing Policy

It is the aim of the Ark to provide the highest standard of care and we therefore employ staff with a range of qualifications and experience, and from a range of backgrounds. The Ark is fortunate in having experienced and qualified staff, many of whom have been with us for several years. The staff are the most important resource of any nursery. They do a very demanding job and continually try to improve the standard of the service. In charge of every group is a Group Leader, all of whom are qualified to NVQ3 level. They are supported by other staff most of whom are trained to NVQ3, a minority to NVQ2. We encourage nursery staff to develop their knowledge and skills through further training and education. All staff will have regular supervision meetings to review their practice and training needs.

We believe that continuity of care is very important for children in day-care and do everything we can to minimise changes for your child. We always try to keep children with the same peer group, and as much as possible with the same staff. This gives the children a very stable and secure pre-school experience, and enables them to form strong relationships with peers and staff.

All new staff have checks from the Criminal Records Bureau, and are closely supervised for a period of time before they are allowed to work unsupervised. Following this period, the member of staff may work without close supervision.

Students on Placement

We seek to support the education and training of people who are studying or may wish to study childcare and education. We therefore offer placements to students on various childcare and education courses.

Students also provide a valuable additional resource for the Nursery. Because they are training, they always work under the supervision of Nursery staff. Some students are on degree or postgraduate course, and have assignments to undertake at the Nursery. For this, students must have permission from the Nursery Manager, who will ensure that there are no negative effects for the children, and ensure that students seek parental permission appropriately.

Staff Supervision Policy

No member of staff will be left unsupervised until their competence and suitability has been established through a period of close supervision. Following this period, staff will work without direct supervision at some times. All staff are under general supervision.

Volunteers and students all work under supervision.