

Howe Dell Day Care

Operational Policy

Policy adopted in August 2007, to be reviewed May 2026




Aim

Our aim is to provide an environment for children, which is stimulating, safe and secure. It is warm, welcoming and friendly to children, parents/carers, staff and visitors, and offers access to a range of activities, which promote children's development and are inclusive to all children.

Parents (The term 'parent' implies any person or body with parental responsibility such as foster parent or carer)

Procedure

Ratios:

-  3 months to 2 years -1 member of staff to 3 children
-  2 years to 3 years - 1 member of staff to 5 children
-  3 years to 8 years - 1 member of staff to 8 children

This complies with Early Years Foundation Stage Framework (2025)

Staffing

Manager holds a level 5 qualification Early Years Foundation Degree, NPQICL, NNEB

Deputy – Hold level 3 qualification

Assistant Deputy- holds a BA Hons Educational Studies Degree

Early Years Practitioners hold a full and relevant level 3 qualification as stated by the Department for Education

Early Years Practitioners hold a full and relevant level 2 qualification

Remaining staff have relevant childcare experience with some staff working towards a qualification.

All our staff have job descriptions, which set out their roles and responsibilities. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership.

We will inform Ofsted of any changes to our Nominated Person and Manager.

Requirements for Ofsted/The Early Years Foundation Stage

We follow the requirements of the Early Years Foundation Stage (EYFS) and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements

under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

Where an individual is subscribed to the DBS Update Service, we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.

We keep all records relating to the employment of our staff and volunteers; in particular, those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS checks and unique reference number from the DBS certificate, along with details of our suitability decision. Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us. Providers are required to make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm

Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

Induction

All staff will follow an induction procedure when they begin employment, given access to read the policies and procedures; they will have annual appraisals and follow a training programme, which suits their needs. Annual appraisals will include observations of practice, staff self-evaluation and a formal appraisal meeting. Staff will receive regular supervision with line managers.

Training

We provide regular in-service training to all our staff - whether paid staff or volunteers. Our budget allocates resources to training.

Students and volunteer's

Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) will be included in the ratios at the level below their level of study.

Smoking and Vaping

Children's health and well-being is of the utmost importance for the nursery. Smoking has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds. We do not allow smoking in or on the premises at any times. Staff are not permitted to vape or use e-cigarettes when children are present. We also ask that staff cover or remove their uniform and ensure they do not have contact with children upon returning to the nursery until they have thoroughly washed their hands and ensure no smoke odour remains on their clothes. These measures will be closely monitored by management.

Premises

The premises are safe, secure and adequately spacious for the purpose. The environment and atmosphere are welcoming to families and children. The Manager/Deputy and Assistant Deputies will be responsible in ensuring that the premises are safe, clean, well lit, adequately ventilated and maintained at an appropriate temperature. Staff ensure all toilets and wash basins are accessible to the children and are safe and clean

Our main entrance has an intercom system; it is a two-way communication electronic device that contains circuitry that allows transmitting and receiving audio and/or video transmissions. This is performed through Voice Over Internet Protocol, which is an integral part of a security and video solution.

The rooms will be laid out in a way that enables children to choose their own activities during free play and therefore to select from a variety of play opportunities.

There is a separate baby room for children under the age of two. We ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate.

Outdoor play will take place in a safe, secure and well-supervised space. A risk assessment and safety check will take place before any outdoor activities take place. These will be well maintained, and we will aim for the outside area to be free from dangerous plants.

Staff have access to a 2way radio within their rooms

Risk assessments will be carried out to make sure that the facilities are maintained in a good state of repair and decoration. (See Schools Health and Safety Policy). Staff will always report any repairs, breakages and other maintenance issues to the Manager or Facilities Team so it can be passed onto the relevant people and dealt with.

We are committed to making sure that all children have equal access to all facilities, activities and play opportunities including children with special educational needs and/or disabilities as set out in our Equal Opportunity and Special Educational Needs Policy.

There is adequate space for storing all equipment safely and securely.

Water will always be made accessible to all the children throughout the day especially during hot weather and staff will ensure all children are adequately protected from all weathers and temperatures.

There are procedures in place to clear snow and ice where appropriate.

We are open to any comments or views and all parents/carers are invited to inform staff of any problems they see inside or outside.