



Section 1: Staff Qualifications, training, support and skills

The following table illustrates principle qualifications together with a record of staff training and qualifications in Safeguarding (Mandatory training each September), Food Hygiene and Paediatric First Aid

Members of Staff	Principal Qualifications	Safeguarding Training	Food Hygiene		Paediatric First Aid	
			Date Achieved	Renewal date	Date Achieved	Renewal date
Miss Charlotte Ball-Senior Practitioner	NNEB	Basic Safeguarding Training Jan 2016	Jan 2017	Jan 2020	Feb 2017	Feb 2020
Mrs Lina Ahmadi-Nursery Practitioner	Early Years Educator Diploma Level 3	Basic Safeguarding Training MHS Jan 2017	Jan 2017	Jan 2020	April 2016	April 2019
Miss Lucy Richards-Assistant Practitioner	BA (hons) Eng Lit and History of Art MA Cultural Studies PGCE (FE)	MHS Basic Safeguarding Training Jan 2019				
Miss Chloe Mackett- (Head of Nursery)	BA Hons in Early Childhood EYTS	MHS Basic Safeguarding Training Nov 2014	April 2018	April 2021	Feb 2017	Feb 2020
Mrs Cheryl James-Nursery Practitioner	NVQ 3	MHS Basic Safeguarding Training Nov 2014	April 2018	April 2021	Oct 2017	October 2020
Miss Katie Page-Nursery Practitioner	Early Years Educator Diploma Level 3	Basic Safeguarding Training 2015	Jan 2017	Jan 2020	Oct 2017	Oct 2020
Mrs A Prismall (EYFS Manager)	BEd (hons) NNEB EYPS NPQICL	MHS Basic Safeguarding Training May 2014 Multi Agency Manager's Training Module Jan 2017	April 2018	April 2021	Achieved April 2018	April 2021

Members of Staff	Principal Qualifications	Safeguarding Training	Food Hygiene		Paediatric First Aid	
			Date Achieved	Renewal date	Date Achieved	Renewal date
Miss A Flower Lower 1 Teacher	BA Primary Education (hons)	Basic Safeguarding 2018 (Abu Dhabi)	March 2016	March 2019	March 2016	March 2019
Mrs Sarah Hankin-Gould Teaching Assistant	BTEC nat dip	MHS Basic Safeguarding Training MHS 2012	April 2018	April 2021	May 2017	May 2020

Staff Induction Training

All staff receive induction training to help them understand their roles and responsibilities. The training includes;

- Safeguarding
- Child Protection
- Health and Safety
- Emergency Evacuation Procedures
- Equality Policy
- Mission Statement

Supervision of Staff

All staff are supervised by their line manager. Supervision is provided to support teamwork, identify solutions to address issues as they arise and to coach to improve individual effectiveness.

Staff appraisal

Staff are appraised every two years by the head of department.

Training and Professional Support

Staff development happens through 5 in-service training days a year in school. In supervision meetings and appraisals staff development is planned to meet the training needs of each member of staff. This may be done in house or externally on training courses. All staff undertake training in paediatric First Aid, Food Hygiene, Prevent and Safeguarding.

Paediatric First Aiders

At least one person with a current paediatric First Aid certificate will be on the premises at all times when children are present. Refresher training will be available to all staff when certificates expire.

Key Person

Each child has a key person to ensure that every child's care is tailored to meet their individual needs. The key worker helps each child become familiar with the setting and build a settled relationship with each child and parent or carer.

Staff: Child Ratios

At Mayville we follow the statutory guidance on ratios of staff to children;

For children aged two and above

- there is at least one member of staff for every four children;
- at least one member of staff holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification

For children aged three and over

- there is be at least one member of staff for every eight children;
- at least one member of staff holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification.

A Prismall June 2014

Reviewed April 2015

Reviewed April 2016

Reviewed April 2017

Reviewed April 2018

Reviewed April 2019