



BROOK HOUSE NURSERY

OPERATIONAL POLICY

The most important ingredient in the Nursery, other than the children, is the staff.

We are fortunate that many of our staff have worked in the Nursery for a very long time.

Staff are chosen for their empathy with the children, and are highly qualified with various teaching/childcare certificates. The nursery was started by Laura Snelling in 1991. She, along with her sons Alex and Nick are the nursery directors.

The nursery is split into four rooms:

Magpie room – Pre-schoolers

Owl – Toddlers

Hummingbird – Babies

Robin – Babies

Details of staff members are as follows:

Management and support

Dominika Tomczyk-Wodnicka is the **nursery manager**.

Dominika holds QTS (NVQ Level 5) and a Master's Degree in Pedagogy of Infancy and Childhood Period (equivalent to NVQ Level 5). She is the designated person for safeguarding, early help assessment, SENCo and fire warden. She has worked in the Nursery since 2008.

Dominika is supported by **Sarah Dell** who is the **deputy manager**.

Sarah holds NVQ Level 3 in Childcare and is our designated person for Safeguarding and Health and Safety.

Julie Fennell is our nursery chef and has been working with us since 1996.

Julie holds up to date Food Hygiene qualifications. Julie is on sick leave since February 2023, hence her place of employment is being covered by **Natasha Webb**. Natasha holds NVQ Level 2 qualification and up to date Food and Hygiene.



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Magpie room

Sue Christie is our preschool teacher and she has worked in the nursery since 1991. She is the designated person for Behavior Management and the room leader for the preschool room.

Shazia Ali works closely with Sue Christie and holds an Early Years Teaching and learning degree and Early Years Educator Level 3. They work 2 days per week in the Magpie Room. Shazia and Sue are assisted by **Emilia Zurek**.

Emilia Zurek is working as a teaching assistant in the preschool room. Emilia holds an Educational Degree and over 4 years' experience working with children. She is also working towards Early Years Educator Level 2. She is our designated person for First Aid.

Owl room

Mari Ronka works in the Owl room as a room leader. Mari holds a Early Years Educator Level 3 in Childcare and is the designated person for behaviour management, COSHH and workplace accidents (staff/parents/visitors). Mari is 3rd in charge.

From September 2023 Mari is on maternity leave. During her maternity leave, her position is being covered by Chloe Webb (including 3rd in charge).

Chloe Webb works in the Owl room as a room leader (covering Mari's maternity). She holds Early Years Educator Level 2 and 3. She is also the nursery fire warden and designated person for work accidents.

Elle Turner works in the Owl room as an assistant. She holds Early Years Educator Level 2 and has years of experience working with children. She is designated person for first aid.

Hummingbird room

Weronika Paluch works in the Hummingbird room as a room leader. Weronika holds Early Years Educator level 3 in Childcare. She is also the nursery Health and Safety Officer. Weronika is assisted by Kirsten Holton and Jasmine Nell.

Kirsten Holton holds Early Years Educator level 3 qualification. She has completed 2 years of college placement at the nursery.

Jasmine Nell is currently working toward Early Years Educator Level 3 qualification.



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Robin room

Tylisha (Tilly) Selwood is the Robin room leader. She holds an Early Years Educator Level 3 in childcare and is assisted by **Jessica Dell**. Tilly is also our designated person for COSHH.

Jessica Dell is currently working toward Early Years Educator Level 2 qualification.

Staff are required to attend training courses.
The names of our First Aid certificate holders are displayed on our notice board. All members of staff hold or are currently working towards First Aid qualifications.

In the unlikely event where the manager or deputy are not on the premises the 3rd in charge is designated person in charge during the day. DSL are always contactable via phone or email.

In addition, we have a back-up pool of people able to work extra hours to cover unexpected sickness.

The back garden and the conservatory area are shared by all children. The side garden is used exclusively by the pre-school children.

The nursery is cleaned after closing by an outside cleaner.

'Way to Work' places students in the nursery, as do Richmond College and West Thames College.

In the event of staff sickness, the managers or the directors of the nursery help in the nursery.

Children's groups would be amalgamated and suitable activities such as puzzles, stories etc. put in place.

Policy review date	Name and signature