

CASTLE DOUGLAS NURSERY (ELCC)
Roles and Responsibilities for Supply Staff

All supply staff will be made aware of the following policies and procedures and their roles and responsibilities as regards them before commencing work in the Nursery.

- Child Protection and Safety Policy
- Confidentiality Policy
- Fire Procedures

During the course of their first session in our Nursery supply staff will also be given clarification in the following aspects of their role:

- The day to day operation of the Nursery
- Behaviour management
- Health and Hygiene/Safety of Children
- Organisation of resources
- Practical tasks to assist with the smooth running of the Nursery

Supply staff who will be spending longer or more regular sessions in the Nursery, depending on their role, will also be involved in other aspects of care/education such as:

- Planning and assessment
- Reporting to parents
- Understanding roles and responsibilities of specific personnel
- Being aware of all Nursery policies and procedures
- Being aware of all risk assessments
- Intimate care

In the case of supply teaching staff this information will be provided by the Head Teacher, Mr Tyson.

In the case of supply Nursery Nurse, Early Years Support or Learning Assistant Staff this information will be provided by the Nursery teacher, Mrs Baird.

A list of general Nursery tasks is also displayed on the information board in the Nursery.

Fiona Baird

Updated January 2019

Next update due January 2021