




Staff Position & Responsibility Information

Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

Procedure

The Manager must ensure that the Staff Information Sheet is correctly completed up to date & located in every room Document Folder.

The Room Leader must ensure that the Staff Information Sheet is correctly completed up to date & located in their unit/base room Document Folder.

All staff must read & keep up to date with the Staff Information Sheet.

The Staff Information Sheet is detailed below :

Staff Information

Manager

Deputy

R



3rd in charge

Baby Room Leader

Toddler Room Leader

Pre school Room Leader

Health & Safety Rep

Health & Safety Board Location :

SENCO

Lead Practitioner for Safeguarding (LPS) :

Behaviour Management Co ordinator (BeCo)

Qualified First Aiders

First Aid Kit Location

Key Person Information For Unit

Key Person Staff Name Key Children

