



Management

As a company we have three Nurseries.

- Ark Day Nursery.
- Broomfield Private Day Nursery.
- Willows Private Day Nursery.

Each has a manager, at least one deputy manager, a designated safeguarding lead and all staff are first aid trained. We also have a SENCO officer with deputy. Early Help officer, Health and wellbeing officer with deputy.

Whilst each manager/deputy is based at their own setting, it is important to realise we all have different strengths and areas of expertise, and that we may need to share those skills across the company. This means there may be occasions when we need to attend the other nurseries to offer support.

This could be to assist with staff training, give advice, sharing SEND knowledge, managers meetings, staff meetings or covering absences.

During the time a manager/deputy is at another setting the same policies, procedures and practices should apply and staff should continue in their role in the usual nursery routine.

Our management teams

Ark Day Nursery – Nursery Manager Gayle Molesworth & Deputy Manager Hettie Jowett.

Broomfield Private Day Nursery – Nursery Manager Rachel Strong, Deputy Managers Becky Barron & Beth Johnson.

Willows Private Day Nursery – Nursery Manager Vicky Sheard & Deputy Manager Zoe Goodchild & Aimee Wilson.

This policy was adopted on:	Signed on behalf of the nursery:	Date for review
April 2021	Claire Smith	April 2022
April 2022	Vicky Sheard	April 2023
April 2023	Vicky Sheard	April 2024
April 2024	Vicky Sheard	April 2025
April 2025	Vicky Sheard	April 2026
May 2026	Vicky Sheard	April 2027

