



Staffing & Employment Policy

Statement of Intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau and all have DBS checks in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality pre-school care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
 - children aged two years of age: 1 adult: 4 children.
 - children aged three - seven years of age: 1 adult: 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- Our pre-school leader and senior staff hold the CACHE level 3 Diploma in Pre-School Practice/NNEB or equivalent and a minimum of half of our staff hold the CACHE level 3 Certificate in Pre-School Practice or an equivalent qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the pre-school Learning Alliance, London Borough of Sutton or LSCB.
- Our Pre-School budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures, Confidentiality, Behaviour Management and Safeguarding Children Policy and Procedures. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding yearly appraisals and termly staff supervisions.

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the DBS for staff and volunteers who will have any access to children.

To be reviewed annually by all members of staff.

Date to be reviewed.....3/2/18

