



## Staffing and Employment Policy

### Statement of intent

We provide a staffing ratio in line with the requirements of the Welfare Requirements for Day Care to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

### Aims

To ensure that children below school age and their parents are offered high quality early years care and education.

### Methods

- We aim at all times to have one member of staff to each 6 children. The required ratios are as follows:
  - children aged 2 years of age: 1 adult: 4 children
  - children aged 3 - 7 years: 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 has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that 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 staff roles and responsibilities.
- There is an induction booklet for new staff.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of 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 our imposing conditions or requirements that are not justifiable.
- We have one manager who holds a Level 3 Diploma in Childcare and Early Years. Our SENCo has a BA (Hons) and PGCE (QTS) in Primary Education and our Safeguarding Officer has a BA (Hons) and PGCE (QTS) in Primary Education.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through The Education People and Early Years Alliance, as well as other external agencies.
- Our setting 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 Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding termly supervision meetings and appraisals.
- 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 Disclosure and Barring Service for staff and volunteers who will have substantial access to children.

- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- We inform Ofsted of any changes in the person responsible for our setting.

This policy was adopted at a meeting of

Marsh Green Pre-School CIO

Held on (date)

Signed :

(Manager)

Signed:

(Chairperson)