



Staffing and employment policy

Statement of intent

We provide a staffing ratio in line with the requirements of the National guidelines for Day Care to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our practitioners are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau 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

- To meet this aim we use the following ratios of adult to child:
 - children under two years of age: 1 adult : 3 children;
 - children aged two years of age: 1 adult : 4 children; and
 - 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 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.
- 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.

- Our setting leader holds the BTEC National Diploma and the Deputies both hold the NVQ 3 in Early Years Care and Education. Please see our staff structure for all other staffs qualifications. A minimum of half our staff hold the NVQ 3 in Early Years Care and Education or equivalent or higher qualification.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first four weeks of employment. This induction includes reading through our new staff folder which includes all the policies and procedures, specifically our Health and Safety Policy, data protection and Safeguarding Policy. The member of staff will be mentored in the first four weeks through a link with another practitioner and the practice will be modelled to the new practitioner. An induction checklist will be completed on all new staff, plus a Health and Safety induction too.
- We support the work of our staff by holding regular 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 Criminal Records Bureau for staff and volunteers who will have substantial access to children.