

## **Staffing and Employment**

### **Statement of intent**

We provide a staffing ratio in line with the requirements of the National Standards for Day Care to ensure that children have sufficient individual attention and to guarantee care and education of high quality. Our staff are appropriately qualified, and we carry out checks through the DBS in accordance with statutory requirements. We use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS for staff and volunteers who have unsupervised access to children. This is in accordance with the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.

Staff are expected to disclose any convictions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before or at any time during their employment with us.

We provide staff induction training in the first week of employment.

### **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 aged two years of age: 1 adult: 4 children
  - Children aged three and over: 1 adult: 8 children
- A minimum of three staff/adults is 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.
- 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 Manager and our deputy both hold a level 5 qualification. Other members of staff hold a minimum of level 2 qualification or above.
- We provide regular in-service training to all staff – whether paid staff or volunteers – through the Preschool Learning Alliance and 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 regular supervision meetings and appraisals. Each member of staff has a mentor.
- 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 substantial access to children.
- Staff are not allowed to carry their mobile phones with them at playgroup; they must be switched off in their bag or placed in the red lockable box.

September 2019

Review Date: February 2021