

Staffing and employment policy

Statement of intent

We provide a high staffing ratio which is over and above the requirements of the National Standards 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 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.

To support staff in their induction, training and professional development.

Methods

- Our usual staff ratio is 5 adults for up to 24 children. However, if we are unable to meet this ratio due to training or illness then we will always comply with the minimum requirements which are:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three - seven years of age: 1 adult : 8 children.
- We have a pool of CRB cleared staff and Committee members that we can call on to ensure we maintain these ratios. On extremely rare occasions when these ratios can not be met (e.g. Severe weather or epidemic type severe illness) we regret that we will be unable to keep playgroup open. Should this happen the playgroup leader and other staff will endeavour to let parents know as quickly as possible. In the event that the Village College is closed due to severe weather (this is usually reported by local radio stations), playgroup will also be closed.
- A minimum of two staff/CRB cleared adults are on duty at any one time.
- We use a key person system to ensure that each child has a named practitioner 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 at least every half term 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 and deputy hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school 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.
- 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.

This policy was adopted at a meeting of Linton Granta Playgroup and Toddlers

Held on (date) 07/12/2007

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

To be reviewed on (date) By December 2008