



# STAFFING AND EMPLOYMENT POLICY

Current Version 5.0

## Staffing and Employment Policy

A high ratio of adults to children is essential to providing good quality Pre-school care. We have:

- one member of staff to every 5 children.
- 5 staff out of a team of 7 are fully qualified to Management level (NNEB or NVQ3).
- a Key Person system, ensuring that each child has one particular staff member who has a special interest in them, planning and extending them as individuals during their Pre-school sessions. Children may change Key Person but in our setting, they benefit from knowing all staff members who will observe and assess all the children in the group during different activities.
- regular staff meetings, providing opportunities for staff to plan the curriculum and discuss the children's progress.
- worked towards an equal opportunity employment policy, seeking to offer opportunities equally to men and women, with and without disabilities, from all religious, social and cultural groups.
- access to regular in-service training for all staff through the Early Years Alliance, Brighter Futures For Children and other professional bodies.
- a financial strategy that includes training and overtime costs.
- committed ourselves to recruiting, appointing and employing staff in accordance with all relevant legislation.
- DBS (Disclosure and Barring Service) checks for all staff employed by the group.
- regularly monitor and support our staff and carry out annual appraisals. All staff have job descriptions and contracts of employment which stipulate adherence to the Pre-school's stated policies.

Any allegation of abuse or malpractice by a member of staff will be taken seriously and appropriate action taken.



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If an allegation is proven, advice will be sought from OFSTED. Similarly, if an allegation is proved to be invalid or unsubstantiated, after thorough investigation, advice would again be sought from OFSTED.

Details of our disciplinary and grievance procedures are available for Staff and Committee on the share point of Office 365.