

# **Staffing and employment policy**

## **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 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.

## **Methods**

- To meet this aim we use the following ratios of adult to child:
  - 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 is always available for discussion and consultation on their child's progress.
- We hold 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.
- We provide regular in-service training to all staff - whether paid staff or volunteers.
- We provide staff induction training in the first week of employment, when all policies will be introduced to the new staff member.
- We support the work of our staff by holding supervision meetings.
- 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.