

MATLOCK PRE-SCHOOL PLAYGROUP

STAFFING AND EMPLOYMENT POLICY

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the CRB in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality pre-school care and education. To meet this aim we use the following ratio of adult to child:

Children aged 2 1/2 years : 1 adult: 4 children – at least one member of staff holds a relevant level 3 qualification and at least half of all other staff must hold a relevant level 2 qualification..

Children aged 3-5 years : 1 adult: 8 children — at least one member of staff holds a relevant level 3 qualification and at least half of all other staff must hold a relevant level 2 qualification..

- A minimum of 2 staff are on duty at any one time.
- Only staff over the age of 17 are included in our ratios.
- Our key person system ensures that each child and family has one particular staff member who takes a special interest in them.
- weekly staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties, to develop next steps or to extend their learning.
- We work towards and equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- All our staff have job descriptions which set out their roles and responsibilities.
- All staff have a copy of our policies and operational plan which they sign to say that they have read and understood.

- All supervisors hold a recognised level 3 childcare qualification or above. All our assistants hold a recognised level 2 childcare qualification or higher.
- Regular in-service training and relevant courses are available to all staff usually through the Early Years Training Office.
- Our Pre-School's budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- 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 us imposing conditions or requirements which are not justifiable.
- We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who are over 16 years of age and work directly with the children on a 4 year cycle. We will meet any requirements of the new Independent Safeguarding Authority Scheme should it come into force.
- We do not allow people whose suitability has not been checked to have unsupervised contact with the children who are being cared for.
- We will not allow any members of staff who are working directly with children to be under the influence of alcohol or any other substance which may affect their ability to care for the children. If staff are taking medication which may affect their ability to care for children must seek medical advice. We will ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
 Staff have regard for our *Acceptable Use of Mobile Phones & Camera Policy*.
- Staff medication on the premises must be securely stored, and out of reach of children at all times.
- All staff, every year, sign our staff safeguarding declaration.
- We have induction training for all new staff.

