

Staffing and employment policy

Statement of Intent

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 Disclosure and Barring Service in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality Nursery 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 - seven years of age: 1 adult: 8 children
- A minimum of two staff/adults are on duty at anyone time.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings, weekly to undertake planning and to discuss each individual child's progress, their achievements and any difficulties which 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 a job description which set out their 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 us imposing conditions or requirements which are not justifiable
- Our Nursery leader holds a foundation degree in early years services and is qualified as a level 3 Forest school leader, our deputy and other staff hold an NVQ3 in childcare learning and development qualification and a minimum of half of our staff hold an NVQ3 in childcare, learning and development.
- We provide regular in-service training to all staff - whether paid staff or volunteers through the Shropshire Council Children and Young People's Service Early Years Childcare Team
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safe guarding children Policy and

Procedures. 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 Disclosure and barring services for staff and volunteers who will have substantial access to children.

This policy was adopted at a meeting of St Lucia's Nursery governing body

Held on 19/06/2017

Review date June 2018

Signed on behalf of the Governing body.....

Role.....