

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, or in the process of gaining qualifications, 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 care and education at Haylands Puddleducks Pre-school.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and well-being	2.1 Respecting Each Other 2.2 Parents as partners 2.3 Supporting Learning 2.4 Key Person	3.1 Observation, Assessment and Planning 3.2 Supporting Every Child 3.3 The Learning Environment 3.4 The Wider Context	4.1 Play and Exploration 4.2 Active Learning 4.3 Creativity and Critical Thinking 4.4 Areas of Learning and Development

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 - nine years of age 1 adult: 8 children
- A minimum of two staff/adults is on duty at any one time.
- We hold regular staff meetings to undertake planning and to discuss children'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 job descriptions, 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.
- We provide regular in-service training to all staff.
- Our budget allocates resources to training.
- 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 Service for staff and volunteers who will have substantial access to children.

Manager of Pre-school	
Signed.....	<i>R. Mullin</i>
Date.....	<i>16.12.15</i>
Governing Body	
Signed.....	<i>[Signature]</i>
Date.....	<i>16th DECEMBER 2015</i>
Next Review Date October 2016	