



## Staffing and employment policy

### Statement of intent

At Tansor Playgroup we provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage 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.

### Aim

To ensure that children below school age and their parents are offered high quality early years care and education.

### Method

- 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 - five years of age: 1 adult : 8 children
- A minimum of two staff are on duty at any one time.
- We use a key worker approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. There are opportunities for the key worker to meet regularly with the parents for discussion and consultation on their child's progress.
- We hold regular 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 use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced CRB check.
- We inform Ofsted of any changes in the person responsible for our setting.
- Our setting leader and deputy hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.

- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Copies of all reviewed and updated policies and procedures are provided to all staff.
- 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.

This policy was adopted at a meeting of

Tansor Playgroup Committee

Held on

25<sup>th</sup> June 2008

Signed on behalf of Tansor Playgroup Committee

Nicola Clayton-Bailey

Role of signatory

Chair of Playgroup Committee

This policy was reviewed and updated on

19<sup>th</sup> January 2010

Reviewed on behalf of Tansor Playgroup Committee

Faye Betts

Role of reviewer

Jt Chair of Playgroup Committee