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Document.	026	Staffing & Employment Policy		
Revision	02	Approved By	P Whateley	Approval Date
				02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

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 Criminal Records Bureau or the Disclosure and Barring Service in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality pre-school care and education.

Methods

To meet this aim we use the following ratios of adult to child:

- children aged two to three years of age: 1 adult: 4 children.
- children aged three - seven years of age: 1 adult: 8 children

A minimum of three staff/adults are on duty at any one time, with the exception of non-educational sessions such as before and after school club which may run with a minimum of two members of staff where ratios allow.

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 to undertake curriculum 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.

Our Managing Supervisor and Supervisor and Deputies hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification (NVQ3 Childcare & Education) and a minimum of half of our staff hold the CACHE level 2 Certificate in Pre-school Practice or an equivalent qualification.

We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and the local Early Years Partnership

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Our pre-school 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 Procedures and Child Protection Policy and Procedures. Other policies and procedures will be introduced within an induction plan.

All members of staff have their own set of policies

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 Criminal Records Bureau or the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.

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Responsibility for periodic review	Personnel Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revised and Reviewed for AGM	15/11/11	AGM
02	Addition of scope statement. Minimum numbers for non-educational sessions. Reference to DBS	02/01/14	Business Manager

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