



## **STAFFING AND EMPLOYMENT POLICY**

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

### **Aims**

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

### **Methods**

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

- - Children aged 2 years of age                    1 adult :            4 children
- - Children aged 3 - 4 years of age            1 adult :            8 children

1. A minimum of three staff are on duty at any one time
2. Our key worker system ensures each child and family has a staff member who takes a special interest in them.
3. Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
4. We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
5. 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.
6. All staff have job descriptions which set out their roles and responsibilities
7. More than half our staff holds a NVQ Level III in Early Years or an equivalent qualification.
8. The Nursery Manager will have at least two years experience of working in an Early Years setting. We will ensure there is a named deputy who is capable and qualified to take charge in the manager's absence.
9. Regular in-service training is available to all staff and volunteers.
10. Our nursery's budget includes an allocation towards training.

11. We provide staff induction in the first week of employment. This would include our Health and Safety Policy and Procedures, our Child Protection and Safeguarding Policy and Procedures, our emergency evacuation procedures and our equality policy. Other policies and procedures would be introduced within an induction plan.
12. We support the work of our staff by holding regular staff meetings and annual appraisals.
13. We use Ofsted guidance on obtaining references and criminal record checks.
14. All staff complete an annual health and convictions declaration.

This policy was adopted at a meeting of The Robin Nursery Committee

Held on .....

Date to be reviewed .....

Signed on behalf of the Nursery .....

Name of signatory ..... (Chairperson)