



Reg Charity No: 1096458

Staffing and employment policy

Statement of intent

We provide a staffing ratio in line with the requirements of the E.Y.F.S 2012 to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staffs are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and barring service in accordance with statutory requirements.

Aims

To ensure that all children and their parents are offered a high quality of care.

Methods

- To meet this aim we use the keep ratios of adult to child:
 - Children aged three - seven years of age: 1 adult: 8 children; and
 - On outings will be a ratio maximum 1:6
- 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 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 has 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.
- Our staff hold relevant qualifications, most staff are qualified to NVQ level 3.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Early Years and external agencies.
- We provide funding for training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children

Policy. 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 service for staff and volunteers who will have substantial access to children.

This policy was adopted at a meeting of	Trustees	Setting: - Violet Way & Edge Hill care club
Held on (date)		
Signed on behalf of the Management Committee/ Proprietor		
Role of signatory (e.g. chairperson etc.)		Chair of trustees