



Danbury Pre-Schools



Registered Charity no: 1111808

Accredited PSLA membership no: 10584 DFES/Ofsted nos: 520349/581607

Tel: 0845 643 0076

Website: <http://www.danburypreschools.org.uk>

STAFFING AND EMPLOYMENT POLICY

Statement of intent

We provide a high staffing ratio in line with the 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 are checked for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Aims

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

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 - seven years of age: 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person 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. The key person meets regularly with the family 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 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 pre-school leader and deputy hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification minimum and all our staff hold (or are training towards) 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 external agencies.
- Our pre-school budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health, Hygiene and Safety Policy Procedures and Safeguarding Children & Child Protection Policy Procedures. 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 Criminal Records Bureau for staff and volunteers who will have substantial access to children.

This policy was adopted at a meeting of Danbury Pre-Schools

Held on (date)	10th July 2008
Date of next review	July 2009
Signed on behalf of the Pre-Schools	Wendy Dunston
Role of Signatory	Chair