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**Staffing and Employment Policy**

**Statement of intent**

We provide a staffing ratio in line with the requirements of the Early Years Foundation Stage Statutory Framework 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 enhanced Disclosure and Barring Service (DBS) checks in accordance with statutory requirements.

**Aim**

To ensure that children below school age and their parents and carers are offered high quality early years care and education in a safe environment.

**Method**

To meet this aim we use the following ratios as a minimum and, wherever possible, we provide additional staff:

Children aged 2 – 1 adult:4children

Children aged 3-5 – 1 adult:8 children

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/carers for the child’s wellbeing and development in the setting. The key person provides regular updates on Tapestry to keep parents/carers informed and involved in their child’s progress and development.

We hold regular staff meetings to discuss our continuous provision, planning and curriculum. We use supervisions to discuss individual children’s progress with their key person, their achievements and any difficulties or challenges that may arise from time to time. On occasion, we may discuss the needs of individual children at a whole staff meeting so that we can share ideas and strategies as a team and all staff input is valued.

We offer 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 our imposing conditions or requirements that are not justifiable.

Our Manager and Deputy hold at least a full and relevant Level 3 qualification in Early Years. These are checked on the Government qualification checker. A minimum of 50% of the remaining members of staff are qualified hold full and relevant Level 2 qualification or higher.

We provide regular in-service training to all staff, whether paid or volunteers. All staff have an account on “Noodle Now” for online Continuous Professional Development (CPD) courses.

We ensure that we meet statutory requirements for Safeguarding, food hygiene and first aid training.

Our setting budget allocates resources to training.

We provide a robust induction during the first week of employment for all staff. This includes our Health and Safety Policy, our Safeguarding and Child Protection Policies and our Staff Conduct Policy.

We support our staff by holding termly (and more frequent if required) Supervision meetings during which any issues can be discussed, plans agreed and targets set.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and Safer Recruitment best practice.

We complete DBS checks and obtain references for staff before they are allowed any unsupervised access to the children.

March 2022