

## BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1181636

### Staffing and Employment Policy

#### Statement of intent

The committee and staff of Beetley and District Preschool are committed to providing the best possible care and education to the children and to safeguard and promote the welfare of children and young people. We are also committed to providing a supportive and flexible working environment to all our members of staff. To enable us to achieve this we provide a high staffing ratio. Staff are appropriately qualified and are checked for criminal records through the Disclosure and Barring Service (DBS) in accordance with Ofsted's requirements and we obtain a minimum of two references before commencement of employment.

*“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed”*

Bichard report,2004, p12, para79

#### Aims

To ensure that children and their parents are offered high quality care and education, and promote and safeguard the welfare of children.

#### 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(When possible we will exceed the adult ratio by 1)
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child and each family has a particular member of staff to build a relationship with for support and guidance. 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.
- We provide regular in-service training to all staff - whether paid staff or volunteers.
- Our Preschool budget allocates resources to training.
- We provide staff induction training in the first 2 weeks of employment. This induction includes our Health & Safety Policy & Procedures and Safeguarding Policy & Procedures. Other policies and procedures will be introduced within an induction plan.

- Where a staff member has been off for a long period of time they will receive refresher training following the induction training system.
- We support the work of our staff by holding regular staff meetings, 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 (DBS) for staff and volunteers who will have substantial access to children.

Signed:  
Manager

Chairperson

Date:

Date for next Review: