

Staffing & Recruitment Policy

Level 5 : 1 (1 x manager)
Level 4 : 2 (1 x deputy manager & 1 x practitioner)
Level 3 : 6 practitioners, 5 currently undergoing training
Level 2 : 2 practitioners, 2 x training & 1 unqualified / volunteers
20 total staff

Statement of intent

We provide a staffing ratio in accordance with the requirements of the Early Years Foundation Stage (EYFS) 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 checks for criminal and other records through the Disclosure Barring Service in accordance with statutory requirements.

Aims

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

Methods

To meet this aim we use (as a minimum) the following ratios of adult to child:

children aged two years of age: 1 adult : 5 children;

children aged three - five years of age: 1 adult : 8 children.

- At least one suitably qualified (L2 or above) practitioner must remain in each of the designated play areas at all times. A minimum of two staff per room are on duty at any one time.
- We use a key person system to ensure that each child has a named practitioner to support them during their time at nursery, with whom they are encouraged to form a secure relationship and who, in partnership with parents/carers, will plan for their well-being and ongoing development.
- In the event of the keyperson not being at the setting, another member of staff is allocated to that child as a 'buddy'.
- The key person (or buddy) is available to meet with the family for discussion and consultation on their child's progress.
- We hold staff meetings, both formally (each half term) and informally (daily huddles), that include curriculum planning and opportunities 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.
- 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. Further information is contained within our Equality & Diversity policy.
- All members of the management team are qualified to level 3 or above.
- We provide staff induction training, which includes as a priority, our Safeguarding and Health & Safety policies. Staff are referred to the Employee Handbook. This document and its contents form part of this Staffing & Employment Policy.
- We support the work of our staff by conducting supervision meetings and yearly appraisals, forming action plans and providing access to training, in-house and from external agencies to help develop the staff member's continued professional development.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and safer recruitment best practice.
- We use Ofsted guidance for obtaining references and criminal record checks through the Disclosure Barring Service for staff, and for any volunteers who will have substantial access to children.

See also our policies for DBS / Ex-Offenders / Induction / Student placement

