

BRANSTON PRE-SCHOOL

STAFFING AND EMPLOYMENT POLICY

We provide the statutory staffing ratio (1:8 for 3 and 4 year olds and 1:5 for 2 year olds) as a minimum, to ensure the 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 records through the DBS system in accordance with Ofsted requirements.

All keyworkers/Manager hold a Level 3 or equivalent in Children's care, learning and development.

We use a keyworker system to ensure that each child and each family has particular members of staff for discussions and consultations.

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which any 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 applicants 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 budget allocates resources for training,

We provide staff induction training in the first week of employment. This induction includes our **Health and Safety and Child Protection related Policies**. Other policies and procedures will be introduced within an induction plan.

We support the work of our staff by holding regular supervision meetings each term and yearly 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 reference checks through the DBS for staff and volunteers who will have substantial access to children.

Staff must not be under the influence of alcohol or any other substances which may affect their ability to care for children.

All staff are required to inform the manager of any current or pending conviction for themselves or any person living in the household or employed by them. The appropriate action will be taken i.e. Ofsted informed within 14 days of being made aware of the situation to ensure the safety of the children.