



## Staffing and Employment Policy

Statement of intent: We provide a high staffing ratio 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 records through the Disclosure and Barring Service in accordance with Ofsted's requirements.

Aims: To ensure that children and their parents are offered high quality care and education in a safe environment.

Methods:

- To meet this aim we use the following ratios of adult to child
  - children aged three months -two years      1 adult : 3 children
  - children aged two - three years of age:      1 adult : 4 children
  - children aged three-five years of age:      1 adult : 8 children
- A minimum of two staff 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 for discussion and consultation.
- 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, offending background or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

- Our nursery managers hold minimum level 3 qualifications. All supervisors hold level 3 qualifications. Half of the remaining staff have at least level 2 qualifications.
- We provide in-service training to all staff - whether paid staff or volunteers.
- Our nursery budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures, Equality and Diversity and Safeguarding Children Policy and Procedures. Other policies and procedures will be introduced within an induction plan. Please see our Induction Policy
- We promote a whistleblowing policy with regard to safeguarding children.
- 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 Disclosure and Barring Service (DBS) for staff and volunteers who will have substantial access to children. ·
- Staff are not left unsupervised with children until DBS clearance is received. ·
- Staff may not use, or be under the influence of, non-prescribed drugs or alcohol on nursery premises. ·
- Staff are responsible for checking the side-effects of prescribed or over-the counter medicine and must inform the nursery manager immediately if the effects may impact on the ability of the individual to do their job safely. All Medication is stored securely and safely, away from children.

### **Recruitment of ex-offenders**

It is a requirement of the Code of Practice that anybody or individual using Disclosure information as part of their recruitment process must treat Disclosure applicants who have a criminal record fairly, and do not discriminate because of a conviction or other information revealed.

A DBS always forms part of the recruitment process and we ask all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request this information to be sent under separate, confidential cover to the Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

At interview we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.