

**Under Fives Roundabout
Staffing and Recruitment
Policy
Policy No: 2.1.**

Last reviewed: November 2009

To be reviewed by: November 2010

Responsible member of staff: Sam Capes

Responsible member of committee:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe	2.4. Key person	3.4. The wider context	

Staffing and employment policy

Statement of intent

We provide a staffing ratio in line with (or higher than) the statutory requirements of the Early Years Foundation Stage 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 checks for criminal and other records through the Criminal Records Bureau/Independent Safeguarding Authority in accordance with statutory requirements. We check at least two references and interview candidates in line with safe recruitment guidelines; at least one of the interview panel is trained in safe recruitment procedures.

Aims

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

Methods

1. 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

Our ratios are maintained by paid staff. An apprentice may be included in ratios. A regular volunteer may be included in the ratio at the discretion of the Manager in exceptional circumstances. Irregular volunteers, parent helpers and work experience students are not included in the day to day ratio but may be included in adult:child ratios for trips outside the preschool where a higher ratio is required.
2. A minimum of two staff are on duty at any one time in either of the rooms.
3. We hold regular staff meetings to undertake planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
4. We offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
5. All staff have job descriptions which set out their roles and responsibilities.
6. 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. In the interests of equal opportunities, all candidates are required to fill out the same application form.
7. Our Pre-school and Playgroup leaders and their deputies hold at least the CACHE level 3 Diploma in Pre-school Practice or an equivalent level 3 qualification as defined by the CWDC and a minimum of half of the remainder of our staff hold the CACHE level 2 Certificate in Pre-school Practice or an equivalent qualification. We encourage all paid staff to train as appropriate, including to degree or Early Years Professional Status.

8. We provide in-service training to all staff, whether paid staff or volunteers, through the Early Years team at the County Council, the Pre-school Learning Alliance and external agencies.
9. We provide staff induction training in the first week of employment. This includes our Health and Safety, Child Protection, Confidentiality and Whistle blowing Policies. Other Policies and Procedures are introduced in the first half term, and are available on our website and in our Operational Plan to be viewed at any time. Policies are also emailed, provided on CD Rom or printed on request.
9. We support the work of our staff by holding regular informal discussions, termly reviews and annual appraisals in the summer term.
10. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Reviewed December 2009