

Staffing and employment policy

Statement of intent

We at Little Paws nursery are committed to the safeguarding / child protection of the children and families in our care. We have a robust recruitment procedure that ensures we do as much as possible when recruiting new staff and volunteer students, to ensure the safety of our children and help deter the appointment of any unsuitable people. When a position becomes available within our setting we plan and decide on a suitable time scale for induction of new staff/ trainee student member.

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 nursery care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
 - Children aged 2 - 3 years of age; 1 Adult : 4 Children
 - Children aged 3 - 5 years of age; 1 Adult : 8 Children
- 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 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 and are expected to maintain appropriate dress and personal appearance and hygiene for working with children. Tattoos and piercings are acceptable but must not have nudity or profanities in areas of the body which can be seen, if so they must be covered within work time.
- 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.

- Manger and deputy manager will hold level 3 and a minimum of 50% of all other members of staff will hold a minimum level 2 in childcare and educational qualifications or will be working towards this. We will have at least 1 member of staff who is trained in paediatric first aid on site at all times and on outings. In the absence of the manager the deputy manager will be competent to take charge of the running of the nursery and fulfil any actions required of them.
- Our nursery budget allocates resources to training and will ensure staff are enrolled on training to suit their needs and support their areas of development to enhance their ability to work with and support the children within the nursery. A record of all staffs qualifications and training will be kept upto date.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection / safeguarding Policy and Procedures. Other policies and procedures will be introduced within the induction plan. Regular mentoring meetings, observations and annual appraisals will take place to ensure the highest level of staffing possible.
- 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 Baring Service for staff and volunteers who will have substantial access to children.

Signed:.....Manager/Owner

Dated: September 2016

Review Date: September 2017

(See also Procedure for Staff Recruitment)