

Squirrels Pre-School Rugby Ltd

c/o Paddox Primary School

Fareham Avenue

Rugby

Warwickshire

CV22 5HS

01788 576167

www.squirrelspreschool.webeden.co.uk

**Staffing and Employment Policy**

A Unique Child Positive Relationships Enabling

Learning and

|  |  |  |  |
| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and**  **Development** |
| **Value and respect all people** | **Keyperson** | **Value all people** |  |

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The wider context

**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 pre-school care and education.

**Methods**

**To meet this aim we use the following ratios of adult to child as a minimum to ensure the EYFS guidelines**

* Children aged two years: 1 adult: 5 children
* Children aged three - five years of age: 1 adult: 8 children
* A minimum of three or four staff/adults are on duty at any one time, depending on the number of children attending
* 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 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.

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**Methods**

**To meet this aim we use the following ratios of adult to child as a minimum to ensure the EYFS guidelines (cont)**

* 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.
* Our Pre-School Acting Manager holds an NNEB qualification and the two Acting Deputy’s hold a level 3 qualification. All other staff have a minimum of NVQ level 3 in Children’s Care, Learning and Development or equivalent qualification.
* We provide regular in-service training to all staff whether paid staff or volunteers.
* Our Pre-School 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 and Safeguarding Children Policy. Other policies and procedures will be introduced within an induction plan.
* We support the work of our staff by holding regular supervision meetings.
* 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 for staff and volunteers who will have substantial access to children.

This policy was adopted by the board of Directors of Squirrels Pre-School Rugby Ltd

on………11/10/23…………………Signed by Manager……………….. (signed copy held in setting)

Signed on behalf of the Board of Directors.…………………………………………………………………

September 2024

Date of policy review…………………………………………………………………………………………………

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