



Staffing and Employment Policy (links to Safe Guarding Children Policy & Equal Opportunities Policy)

A high adult : child ratio is essential in providing good quality preschool care.

In our preschool:

- We follow the statutory requirements of 1 adult (*aged 17 years and over*) per 8 children from 3 years and 1 adult per 4 children if under 3 years. However we generally operate with a higher adult ratio.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with or without disabilities, from all religious, social, ethnic and cultural groups.
- Most of the staff hold a minimum qualification of a Level 3 in Child Care or above.
- Staff are encouraged to pursue Continuous Professional Development to keep up to date with current Early Years Regulations.
- New staff are guided through an Induction programme.
- Relevant Training costs will be covered by the preschool budget.
- All staff are asked to complete a Self Declaration Medical Statement annually. If staff are taking medication which may affect their ability to care for children, medical advice must be sought. Staff medication will be securely stored, (kept above blue wall cupboard in a marked container), out of reach of children, at all times.
- Staff **must not** be under the influence of alcohol or any other substance which may affect their ability to care for children.
- Regular staff meetings are held for staff to update curriculum planning and to discuss the children's progress and any additional needs.
- We support the work of our staff by means of regular monitoring, supervisions and appraisals. Staff contracts, job descriptions, handbook and wages are to be reviewed annually by the Committee and kept in line with statutory requirements and the Preschool Learning Alliance Guidelines.