

## STAFFING AND EMPLOYMENT POLICY

### Statement of Intent

A high adult child ratio is essential in providing good quality Playgroup care. Our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau in accordance with Ofsted's requirements.

### Aim

To ensure that children and their parents are offered high quality playgroup care and education.

### Methods

- To meet this aim we use the following ratios of adult to child:

Age Group of Children	Ration
Two years of age	1 adult : 4 children
Aged three to seven	1 adult : 8 children

- A minimum of two staff are on duty at any one time.
- We use a key worker system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- One Supervisor holds the CACHE Diploma In Childcare and Education and NNEB by the other Supervisor. The majority of the staff are qualified to the appropriate standards required.
- All staff have job descriptions which set out their roles and responsibilities.
- Regular in-service training is available to all staff, both paid and voluntary members, through Pre-School Learning Alliance and Early years.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- Our Playgroup's budget includes an allocation towards training costs.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men and women, with and without disabilities, from all religious, social, ethnic and cultural groups.
- We support the work of our staff by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who will have substantial access to children.

*This policy was amended at a meeting held on 26<sup>th</sup> February 2007.*

*Reviewed 12<sup>th</sup> November 2009*

*Signed on behalf of the Playgroup Committee*