**Employment Policy**

**Statement of intent**

We provide a good staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. All staff are DBS checked, safeguard trained and supported with their CPD to ensure a high level of care.

**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:

The legal requirement as stipulated in the EYFS is:

* Children under the age of two years of age 1:3
* Children aged two years of age 1:4
* Children aged three – five years 1:8 or 1:13 if a qualified/graduate is working directly with the children.
* 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
* We welcome applications from all sections of the community. Applicants will be considered based on 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 condition or requirements which are not justifiable.
* We provide regular in-service training to all staff.
* We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safeguarding Children Procedures. Other policies and procedures will be introduced within an induction plan.
* All staff are issued with staff handbooks.
* We support the work of our staff by holding regular supervision meetings and appraisals and review 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 Disclosures and Baring services for staff