

Staffing and Employment Policy

We consider a high adult: child ratio to be essential in providing good quality pre-school care. The pre-school has a separate recruitment policy.

In our Pre-school:

- We work within the legal staffing requirements for both 2 and 3/4 year olds.
The national ratios are
1 adult for every four 2 year olds and 1 adult for every eight 3-8 year olds
However we operate on a 1:4 and 1:6 ratio
- Daily catch up sessions and regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties within the setting.
- We work towards an equal opportunities policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups or age.
- We are committed to recruiting, appointing and employing the best person for the job, but in compliance with all relevant legislation listed below:
 - Employment Equalities Regulations 2005
 - Sex discrimination Act
 - Civil Partnership Act
 - Gender Recognition Act 2004
 - Race Relations Act
 - Race Relations Amendment Act 2000
 - Disability Discrimination Act 1995
 - Age Discrimination
- Management of the setting hold BA (Hons) with Early Professional Status, the setting's staff hold a level 2 qualification or above and over half have level 3 or above.
- Regular in-service training is available to all staff, through the local college, training service providers (i.e. HTP and FNTC) and the Local Authority training scheme and are contracted to attend at least 4 sessions per year. We also subscribe to Educare providing on line training through the Pre-school Learning Alliance.
- Staff will be encouraged to take on courses of self- development. The Managers will support staff to degree level arranging staff rotas to allow for attendance of courses or study leave within the boundaries of staffing levels and ratio's.
- Our Pre-school's budget includes an allocation towards training costs.
- All offers of employment will be offered on a short term contract initially giving a probationary period to both parties prior to confirming a full contract.