



## **Staffing and Employment**

We believe in having well-qualified staff and a high adult/child ratio to give the children the best possible start in life.

- We have at least one member of staff to 8 children and usually 1 to 6 for preschool sessions. For out of school club usually 1 to 8 giving, regard to children's ages. 2 year olds will be staffed at 1 to 4 ratio and under twos at a 1 to 3 ratio.
- We hold regular staff meetings to discuss the curriculum, themes and the children's progress.
- We have an equal opportunities employment policy, giving regard to both sexes, all religions, cultural and social backgrounds and all abilities and disabilities.
- The majority of our staff are qualified or qualifying in childcare, the majority of which are qualified to level 3. At least half of the staff at any time will be qualified to at least level 3 standards.
- We offer in service training to update skills and complement staff abilities. We encourage and expect all staff to complete further training. Training will be offered on a fair and equal basis.
- We hold annual staff appraisals and regular 6 weekly supervision sessions throughout the year. At the start of each academic year staff will be asked to sign a health declaration and a criminal activities update.
- We offer placements to students training towards a childcare qualification and ensure that these students have an induction, good supervision, encouragement and evaluation. Students are never left alone with any children.
- Induction procedures are followed for all new staff and a 3-month probationary period completed with evaluation before contracted employment begins.
- Observations on staff will be completed by supervisors or manager to assess and evaluate staff performances and progress. Feedback will be given to staff members confidentially.
- We have contingency plans for staffing – relief staff and volunteers.
- We hold regular social events throughout the year to encourage team spirit.
- We encourage individual members of staff to take on responsibilities and dedicated roles such as keyworker and co-ordinator roles.
- We endeavour to maintain a very low staff turnover to create stability and continuity of care by addressing problems and situations early on, keeping lines of communication open and good supervisory relationships.
- We try to keep staff up to date with changes, news, events, new measures, training etc. with regular staff meetings, newsletters, memo's and emails. We also have informal discussions whenever necessary to ensure staff morale remains high and staff are happy and satisfied with their role.