

# HARPOLE DAY NURSERY

## Staffing and employment policy

### Statement of intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau in accordance with Ofsted's requirements.

### Aims

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

### Methods

- To meet this aim we use the following ratios of adult to child
  - children aged three months – two years 1 adult : 3 children
  - children aged two - three years of age: 1 adult : 4 children
  - children aged three - five years of age: 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- 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 on the basis of 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 conditions or requirements which are not justifiable.
- Our nursery manager and deputy hold level 3 qualifications. All supervisors hold level 3 qualifications. Half of the remaining staff have at least level 2 qualifications.
- We provide, where possible, in-service training to all staff - whether paid staff or volunteers.
- Our nursery budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures, Equality and Diversity and Child Protection Policy and Procedures. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- 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 Criminal Records Bureau for staff and volunteers who will have substantial access to children.

Signed on behalf of the nursery

Date