

OLD WINDSOR PRE-SCHOOL

STAFFING AND EMPLOYMENT POLICY

A high adult to child ratio is essential in providing good quality pre-school care. In our pre-school: We provide a staffing ratio in line with the requirements of the National Standard for Day Care to ensure that the children have sufficient individual attention and to guarantee care and education of a high quality. Our members of staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

The members of staff are responsible for the day-to-day running of the sessions, and compilation of records relating to the children.

Our key worker system ensures each child and family has a named member of staff who is given special responsibility for recording that child's development.

Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's achievements and any difficulties that may arise.

We work towards an equal opportunities employment policy; seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.

All staff have job descriptions which set out their roles and responsibilities. Regular in-service training is available to all staff, both paid and volunteer members, through the Early Years Child Care and Development Partnership.

We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.

Our pre-school's budget includes an allocation towards training costs.

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 legislations. 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.

Policy adopted at the Management Committee Meeting held on 2nd November 2006

Signed on behalf of Pre-School _____ Chairperson

_____ Supervisor

