



Staffing and Employment Policy

A high staff/child ratio is essential in providing good quality pre-school care and education, therefore in our pre-school –

There will always be at least one member of staff to each eight children aged three years upwards and one member of staff to each four children aged two – three years.

There are regular meetings to plan the curriculum taking into account the ages and stage of development of the children. Regular meetings will also be held in order for staff who have been on recent training courses to have the opportunity to cascade the information/training received. Regular staff meetings are also held to discuss general business and any difficulties which may have arisen. All information held by the staff concerning the children and their families is strictly confidential.

All staff are DBS checked and registered.

At least half of our staff hold a level three qualification in childcare and education.

Regular in-service training is available to all staff both paid and voluntary mainly through courses which are validated by the Leicestershire County Council.

Staff supervision is held regularly, where there is the opportunity to discuss performance, training and development and any issues concerning the wellbeing of the staff themselves or that of the children in their care. Our pre-school budget includes an allocation towards training costs.

Student placements:

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses. Therefore students are welcomed into the pre-school on the following conditions –

The needs of the children are paramount and students will not be admitted in numbers which hinder the essential work of the pre-school.

Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities.

Students required to undertake child studies will obtain permission from the parent of the child to be studied.

Students will not have unrestricted access to children.



Additional helpers and volunteers:

Voluntary help will be appreciated and encouraged and a high value placed on the opportunity for some people to gain work experience.

All adults (over 18's), that is those who help on a regular basis will be required to have a DBS check.

Those aged under 18 years and who may be undertaking work experience as part of their education will not be required to have a DBS check but neither will they be allowed unrestricted access to the children in our care. They will also always be in the supervision of one of the paid members of staff. All students and volunteers will receive a full induction, where they will be given a tour of the building, the opportunity to read through our policies and asked to keep anything they may learn about the children and families in our care as strictly confidential. They will also be required to leave their mobile phones with their personal belongings.

Employment:

When employing a new member of staff the pre-school will employ the best person for each job as set out in the pre-school's Equal Opportunities Policy. The following guidelines will be followed when recruiting new staff –

All applicants (those who are shortlisted) will be required to have a full disclosure DBS check.

References will be asked for.

A full employment history will be required.

The applicant must hold the relevant qualifications asked for.

Interviews will be given at which the manager will officiate together with a member of the Trustees of Fleckney Baptist Pre-school.

Evidence of medical suitability must be given by the applicant.

This Policy was adopted at a meeting of the pre-school held on 31st July 2023.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 31st July 2024.