



# **Staffing and Employment Policy**

Sound okay

It is our intention to be a fair employer and to meet all the requirements of the Children's Act. In order to achieve this we will provide a comprehensive induction procedure and:

- All sessions we ensure to have one member of staff to eight children for 3 – 4 years and one member of staff to four children for 2 - 3 year olds.
- Operate a key person system to ensure that each child and family has one particular staff member who takes a special interest in them.
- Have regular staff meetings to provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- Encourage staff to attend relevant training opportunities, contributing to some of the cost.
- Monitor the work of our staff and provide appropriate advice and support.
- Recruit, appoint and employ staff in accordance with all relevant legislation and in adherence to the Equal Opportunities policy together with recommended Safer Recruitment practices. We will not knowingly employ or allow persons to volunteer in our settings if they are barred from working with children or vulnerable adults. As per Independent Safeguarding Authority guidelines.
- Review Terms and Conditions of Employment at least once each year.