



## Employment Policy

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

**To meet this aim we use the following ratios of adult to children:**

children under two years of age: 1 adult : 3 children;

children aged two years of age: 1 adult : 4 children; and

children aged three to seven 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 approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting.

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

**Vetting and staff selection**

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

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.

It is our policy for any prospective employee to complete an application form and undergo an interview with the manager/supervisor, chairperson and secretary. If this is unsuitable it will go to a committee vote.

References will be sought and followed up before any offer of employment is given, and anyone with gaps in their employment history will be asked to provide an explanation and similarly those who have moved rapidly from job to job.

All staff have job descriptions which set out their staff roles and responsibilities.

We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.

We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced CRB check.

Prior to commencing employment an induction session will be carried out and there will be a minimum three month probationary period, and six weeks notice is required should anyone wish to leave.

If an employee should commit an offence that would lead to disqualification we would inform Ofsted and Cheshire East Council and remove them from the setting.

### **Changes to staff**

We inform Ofsted of any changes in the person responsible for our setting.

### **Training and staff development**

Prior to starting employment a candidate will be expected to attend an induction session where we will include our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced at the same time.

We support the work of our staff by holding annual appraisals.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

**Date of policy approval**                      **Sept 2018**

**Date of policy review**                      **Sept 2019**