

STAFFING AND EMPLOYMENT POLICY

High adult /child ratio is essential in providing good quality pre-school care, in Nutkins we have

- One member of staff to each six children (for children aged 3-5 years); and one member of staff to each four children (aged 2 years).
- A key person system ensures each child and their family have one particular staff member who takes a special interest in them.
- Regular team meetings provide opportunities for the team to undertake curriculum planning and to discuss the children's progress and any difficulties.
- An equalities policy, seeking to offer job opportunities equally to both women and men, with or without disabilities, from all religious, social, ethnic and cultural groups.
- Team training to meet all regulatory requirements. In addition we aim to ensure that all of our team holds the NVQ2 or an equivalent qualification, and all staff holds First aid certificates and other qualifications appropriate for their position in the group.
- In-service training, available to all staff, both paid and volunteer members meet at monthly team meetings. Where all other training needs are discussed and planned.
- Been working towards an allocation towards training costs.
- Staff will not carry their mobile phones on them during working hours; these will be locked away in handbags or kept in a box on the manager's desk in the office area.

We support the work of our staff and identify their ongoing training and development needs by means of yearly monitoring/appraisals

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

This policy was adopted at a meeting of Nutkins Pre-School held on.....

Signed on behalf of Nutkin Pre-School by