

STAFFING POLICY

Statement of intent

We provide a staffing ratio in line with or above the requirements of the Statutory Framework for 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.

Aims

To ensure that children below the age of 8 years and their parents/carers are offered high quality early years care and education.

Methods

- To meet this aim we use the following ratios, or above, of adult to child:
 - children aged from birth to two years of age: 1 adult : 3 children;
 - children aged two – three years of age: 1 adult : 4 children; and
 - children aged three - eight 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 system to ensure that each child has a named member of staff with whom they have formed a relationship and who plans with parents/carers for the child's well-being and development whilst at Bishy Barnabees. The key person meets regularly with the family for discussions and consultations on their child's progress.
- We hold weekly room meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time. Confidential information regarding individual children is not discussed at general staff meetings.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- 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. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Our Bishy Barnabees Manager holds the NVQ level 3 Childcare Early Years and Development or an equivalent qualification. Our Deputy Manager has a Degree in Early Years Childhood & Education. A minimum of half of our staff hold or are working towards the NVQ level 2 or an equivalent or higher qualification.
- We provide regular in-house training to all staff - whether paid staff or volunteers.
- Bishy Barnabees' budget allocates resources to training.

- We provide staff induction training in the first few weeks 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.
- We support the work of our staff by holding yearly appraisals. And alternate catch up meetings and one to one meetings every 6 weeks.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- 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.

This policy was adopted in June 2008, updated August 2016 and should be read in conjunction with the Safeguarding Policy, Keyperson Policy, Safer Recruitment Policy, Helper Guidelines Policy, Confidentiality Policy and Equality, Inclusion & Diversity Policy.

Reviewed March 2017