

STAFFING AND EMPLOYMENT POLICY

Jack and Jill Playgroup believe that a high adult: child ratio is essential in providing good quality pre-school care and education while supporting children`s individual needs. Staff are appropriately qualified and are checked through the DBS at enhanced level.

We provide staffing ratios in line with requirements of welfare requirements and the pre-schools policy so that children have sufficient individual attention and to guarantee care and education of a high quality.

In our pre-school we aim to have a 1:5 ratio adult to children at each session unless we have 2 year olds in session then we have at least 1:4.

- To meet this aim we use the following ratios of adult to child:
 - children under two years of age: 1 adult : 3 children;
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three - seven years of age: 1 adult : 8 children.
- A minimum of two qualified 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 to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person will regularly update the family and consult on their child's progress.
- Regular staff meetings weekly to undertake planning and to discuss children's progress, moderations, their achievements and any difficulties that may arise from time to time.
- 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 roles and responsibilities.
- We welcome applications from all sections of the community. We have a robust and thorough recruitment process. 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 Managers, Senco hold at least a NVQ3 and a minimum of half of our staff hold an NVQ2. All other staff (volunteers/parents) are encouraged to train and have access to training with us.
- Our setting budget allocates resources to training.

- Staff are required to sign a Suitability Declaration on commencement of employment and sign a form to confirm regularly that there are no changes and are safe to work with children under individual supervision meetings.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy, Child Protection Policy, Fire Drill, Confidentiality. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and yearly appraisals which will be used to identify current knowledge, skills, areas for future development and potential training needs.
- We are committed to recruiting, appointing, employing and training staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and enhanced DBS checks for staff and volunteers who will have unsupervised access to children.

CAPABILITY POLICY

Employees have a contractual responsibility to perform their duties to a satisfactory level. Where substandard performance is found due to the negligence or lack of application on the part of the employee, then disciplinary procedures will normally be appropriate.

However, issues of employee's capability may arise where substandard performance relates to lack of the required knowledge, skills or ability rather than misconduct. In this case the employee will be, wherever practicable, be assisted through training and given reasonable time to achieve the required standard and become more effective.

A capability policy provides a fair and effective means of securing re-deployment to a more appropriate position or where this is not feasible, dismissal.

The policy was adopted at a meeting of Jack and Jill Playgroup held on:

Signed on behalf of the pre-school: _____ CHAIRPERSON

Safeguarding and Welfare Requirement: Equal Opportunities
