

# **The Strawberry patch Nursery and Pre-school**

## **Employment and staffing Policy**

At the Strawberry patch we provide a staffing ratio that is over the welfare requirements of the Early Years foundation Stage as we have a supernumerary and students to ensure that the children in our care have sufficient individual attention and to guarantee their wellbeing and development.

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with the statutory requirements.

### **Procedure**

#### **Ratios**

We aim to meet this by the following ratios of adult to children;

- Children under 2yrs: 1 adult : 3 children
- Children aged 2yrs: 1 adult : 4 children
- Children aged 3 to 8 Yrs : 1 adult : 8 children

A minimum of two qualified staff will be on duty at any one time

We use a key person/ key buddy approach to ensure that each child has a named member of staff with whom to form a relationship , this ensures that there will be one key person with the child at all times.

We have regular Staff meetings and staff have regular planning to discuss their children's progress and any difficulties that arise from time to time.

### **Vetting and staff selection**

- At the Strawberry patch we work towards equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions that set out their staff roles and responsibilities.

- We welcome applications from all sectors of the community . Applications will be considered on the basis of their suitability for the post, regardless of marital status, age gender, culture, religious beliefs, ethnic origin or sexual orientation.
- We use ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal record bureau for staff and volunteers who have unsupervised access to children. This is in accordance with requirements under the safe guarding vulnerable groups act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, including the date and umber of the enhanced CRB check.

### **Changes to staff**

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

### **Training and staff development**

- The manager holds a Diploma in Nursery Nursing and Assistant manager holds a NVQ 3 in Children's care learning and development (CCLD) and both are currently working towards their Early Years Foundation degree . Over half our staff hold a recognised level 3 qualification or higher.
- We provide training for our staff and volunteers through our training provider (Norfolk county council) or in house through other external agencies.
- We provide induction training in the first week of employment, This includes our Health and Safety Policy and Safeguarding children policy. Copies of the other policies are given to the employee as they are to all staff for them to read.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

**Managing staff absences and contingency plans for emergencies**

- Our owner/manager organises staff leave so that the ratios are not compromised.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with their contract of employment.

Signed and date : \_\_\_\_\_

Review date: \_\_\_\_\_