



We demonstrate tolerance and respect through child-led play

# Staffing and Employment Policy

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## Staffing and Employment Policy

### 1 Scope & Purpose

To ensure that children and their parents are offered high quality playgroup care and education and that adults looking after the children, or having unsupervised access to children, are suitable to do so. We endeavour to have the highest level of safeguarding in place. We aim to have 90% of all staff working directly with children to have First Aid training. All staff have Level 1 Safeguarding or higher.

### 2 Outline

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are all appropriately qualified and are checked for criminal records through the Enhanced Disclosure and Barring Service (DBS) in accordance with Ofsted's requirements. Our staff also have references taken up on their previous employment history for safeguarding reasons.

We use the following ratios of adult to child:

- **Children aged three – five years of age: 1 adult: 8 children**

**However, at Croft Playgroup we endeavour to have a higher ratio of adults to children and where we can we offer a ratio of 1 adult to 6 children**

We also aim to ensure we can meet the following conditions:

- A minimum of two staff/adults are on duty at any one time, when children are in the setting.
- At least one member of staff must hold a level 3 childcare qualification (as defined by the children's workforce) and a minimum of level 3 in each room, first aider in each room and relevant and up to date safeguarding certificate and a first aid certificate. We aim to have a minimum of 90% of staff working directly with children to be First Aid trained.
- Staff all have basic level 1 safeguarding and many have level 2 or 3 safeguarding.
- We use a key-worker system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- The staff meet regularly to undertake foundation planning and to discuss children's progress, 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.



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- All staff have job descriptions that set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability of the post regardless of marital status, age, gender, culture, religious belief, disability, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements that are not justifiable.
- If your application for employment is unsuccessful, Croft Playgroup will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted and / or destroyed in confidential waste. Copies of your right to work in the UK documentation will, however, be immediately destroyed after the recruitment process in confidential waste.
- Croft Playgroup has two named managers and also a deputy who can lead the setting in the managers' absence
- We provide regular in-service and external training to all staff.
- Our playgroup budget allocates resources to training.
- We provide staff (including volunteers) with induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safeguarding Policy and Procedures.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- 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 Enhanced Disclosure and Barring Service (DBS) for staff and volunteers who will have substantial access to children, the date of the check and the unique reference number is kept on file for each staff member or checked volunteer



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**This policy was adopted by Croft Playgroup**

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

*Date policy to be reviewed: April 2024 or earlier if required*