

# Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk

## Staffing and employment policy

### Statement of intent

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

Our Supervisor holds a level 4 childcare qualification and our Deputy a level 3 childcare qualification. Our other staff members hold level 3 childcare qualifications. We ensure that all new staff who do not have a childcare qualification are trained to achieve a minimum of a level 2 childcare qualification.

### Aim

To ensure that children below school age and their parents are offered high quality early years care and education.

### Method

- To meet this aim we use the following ratios of adult to child:
  - children aged two years of age: 1 adult : 4 children
  - children aged three - five years of age: 1 adult : 8 children (when at full capacity) and 1 adult : 6 children at most times of the year.
- A minimum of two staff/adults are on duty at any one time.
- We use a Key Person approach 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 produces a "Learning Journey" a progress reports 3 times a year for the family to view and is happy to discuss with the parent/legal guardian their child's progress.
- We hold regular staff meetings to undertake curriculum 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.
- 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.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Swindon Borough Council, and external agencies.
- Our setting budget allocates resources to training.
- New staff members follow a 6 month induction plan starting on their first day and are given a comprehensive staff handbook. (See Induction Policy). This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- 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 Criminal Records Bureau for staff and volunteers who will have substantial access to children.

This policy was adopted at a meeting of	Wanborough Playgroup Committee
Held on (date)	10 <sup>th</sup> March 2008
Signed on behalf of the Management Committee/Proprietor	Sally Jamie
Role of signatory (e.g. chairperson etc.)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	3 <sup>rd</sup> March 2014
Signed on behalf of the management committee	
Name of signatory	Ali Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson