

Fairfield Playbox Pre-School

STAFFING AND EMPLOYMENT POLICY

Statement of intent

We provide a staffing ratio in line with the Early Years Foundation Stage Welfare Requirements 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 through the Disclosure and Barring Service in accordance with statutory requirements.

Aims

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

Method

- **We are committed to using ‘Safer recruitment’ practices when employing staff.**
- **All staff will sign a declaration annually that they are safe to work with children.**
- To meet this aim we use the following ratios of adult to child:
 - children aged two - three years of age: 1 adult : 4 children.
- A minimum of two staff/adults are on duty in the upper or lower hall at any one time.
- A member of staff is always on duty when the children are outside.
- We hold weekly staff meetings, to undertake planning and to discuss our observations on children's progress, their achievements and any difficulties that may arise.
- 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 have a Policy on the Recruitment of Ex-Offenders, which is explained to all applicants.

- The Managers are required to have at least a level 3 qualification in Childcare and a minimum of half of our staff are required to hold a Childcare qualification at level 2 or above.
- All staff are required to hold a 12 hour paediatric first aid certificate.
- All staff will refresh their safeguarding knowledge annually by attending AFC approved training.
- We provide regular in-service training to all staff through Achieving for Children.
- Our annual budget allocates resources to training.
- We provide staff induction training during the first weeks of employment. This induction includes looking at our Health and Safety Policy, Safeguarding Policy, Behaviour Management Policy and Confidentiality Policy.
- We support the work of our staff by holding regular supervision meetings and appraisals, including a Probationary Period review meeting.
- 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 Disclosure and Barring Service for all staff and regular volunteers who work with the children in the preschool.

This policy was last reviewed on 30.09.25

Signed on behalf of the Management Committee by Alan Clatworthy (Chair)

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