



Worstead Pre-school

Queen Elizabeth Hall – Ruin Road – Worstead – Norwich – Norfolk – NR28 9WH
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Charity Number: 1041749

STAFFING AND EMPLOYMENT POLICY

A high adult/child ratio is essential in providing good quality Preschool care. Our staff are appropriately qualified and are checked for criminal records through the Disclosure & Barring Service in accordance with Ofsted's requirements. In our Preschool:

- We comply with the correct adult to child ratios as stated in the Full Day Care National Standards.
1:5 children aged 2 years
1:8 children aged 3 – 7 years
If an EYP or holder of a Level 6 qualification is supervising, the ratio for children aged 3-7 is 1:13, we would very rarely use this ratio as we like children to be fully supported and have plenty of interaction with adults.
- Our key-person system ensures each child and family has one particular staff member who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and discuss the children's progress and any difficulties. Staff are advised to contact their Safeguarding Lead Practitioner or follow the flow chart if they have any safeguarding concerns at any time. Staff will complete a "concerns form" and this will be used in the best interest of the child or young person. All forms are stored confidentially.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men, women or binary with and without disabilities, from all religious, social, ethnic and cultural groups.
- At least half of our staff holds the Diploma in Preschool Practice or an equivalent qualification or are being worked towards.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Early Years Alliance or Early Years Network.
- Our Pre-school's budget includes an allocation towards training costs.
- We support the work of our staff by means of termly supervision meetings, yearly appraisals and peer observations.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice. We also refer to the National Day Care Standards, known now as "Welfare Requirements".

- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure & Barring Service for staff and volunteers who will have substantial access to children.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Name:	Hayley Pilkington
Position:	Committee Chair
Date:	1 st September 2022
Date for Review:	31 st August 2023