



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
07759 582307

Staffing and Employment Policy.

A high adult: child ratio is essential in providing good quality pre-school care. The pre-school adheres to the following staff ratio's;

- Children aged two years of age 1 adult; 4 children and
- Children aged three to five years 1 adult; 8 children.
- Children on outings 1 adult; 2 children.

In our pre-school:

- We have a minimum of two staff / adults working at any one time.
- Our key worker system ensures each child and family has one particular staff member who takes a special interest in them, giving them up to date information regarding their child.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups in line with the Equality Act 2010.
- All staff have job descriptions setting out their roles and responsibilities.
- Our Manager holds the Early Years Professional Status and a degree. The Deputy and 3rd in charges hold a level 3 qualifications and the majority of the other staff hold level 2 qualifications.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Pre-School Learning Alliance and Bucks County Council.
- Our pre-school's budget includes an allocation towards training costs.
- We provide staff induction training within the first week of employment this (the induction procedure is detailed in the induction checklist and the staff handbook) We support the work of our staff by means of regular monitoring / appraisals and on-going feedback.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation, and from all sections of the community. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We use OFSTED guidance on obtaining references and criminal record checks through the CRB and ISA for staff and volunteers who work at the pre-school.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....