****



**BRAMBLES CHILDCARE CIO**

|  |  |
| --- | --- |
| **POLICY TITLE:** | **STAFF AND EMPLOYMENT**  |

|  |  |
| --- | --- |
| **POLICY REFERENCE:** | **BRAM28** |
| **Issue Number:** | **03** |

|  |  |  |
| --- | --- | --- |
| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

|  |  |  |
| --- | --- | --- |
| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

|  |  |  |
| --- | --- | --- |
| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

|  |  |
| --- | --- |
| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

**Statement of intent**

We provide a staffing ratio in line with the requirements of the National Standards for Day Care 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.

**Aims**

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

**Methods**

* To meet this aim we follow the OFSTED guidance on ratios/or better which is:
* children aged two years of age: 1 adult : 4 children; and
* children aged three - four years of age: 1 adult : 8 children.
* Children aged five and above : 1 adult : 30

Or better it when possible:

* children aged two years of age: 1 adult : 3 children; and
* children aged three - four years of age: 1 adult : 6 children.
* Children aged five and above 1: 15
* A minimum of two staff are on duty at any one time and we usually maintain a higher ratio of adults to children than those recommended.
* We use a key worker system( for EYFS children) 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 Brambles Childcare Families are encouraged to approach the key worker for discussion or consultation on their child's progress.
* We hold regular staff meetings to undertake curriculum planning (for Playgroup) 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.
* Our manager holds the CACHE level 4 and the deputy holds the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification. We have two level 3 Practitioners and 1 level 2. Alongside this we have 2 Level 3 Playworkers and two relief members of staff.
* We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance / Early Years and Childcare and external agencies.
* Our setting budget allocates resources to training.
* We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
* We support the work of our staff by holding supervision meetings and annual 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.

**version History**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue No | Significant changes from previous version | Author | Date |
| *03* | *Adopted on to new template*  | *R Russell* | *05/10/2020* |
|  |  |  |  |
|  |  |  |  |