

BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



STAFFING AND EMPLOYMENT POLICY

DATE: Summer 2009

TO BE REVIEWED: Summer 2011



Staffing and Employment Policy (see also staffing structure in *Governors' Minutes*)

We provide a high staffing ratio to ensure that the children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau in accordance with Ofsted's requirements.

All staff come under the jurisdiction of the Leadership and Management committee of the Governing Body.

Aims

To ensure that children and their parents are offered high quality pre-school care and education.

Methods

- To meet this aim we use the following minimum ratios of adult to child:
 - children under two years of age: 1 adult : 3 children
 - children aged two years of age: 1 adult : 4 children
 - children aged three - four years of age: 1 adult : 8 children in Plum Tree Room 3-4 years
1 : 13 with a Qualified teacher in Lemon Tree Room.
- A minimum of two staff/adults are on duty at any one time.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which 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 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 us imposing conditions or requirements which are not justifiable.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Early Years Unit and School.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safeguarding Policy and Procedures. 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.
- Staff who are appointed awaiting Criminal Records Bureau clearance are supervised at all times.