

STAFFING AND EMPLOYMENT POLICY

Keeping children safe and sound

A high adult-to-child ratio is essential in providing a good quality of care.


In KEYfs:

- *We have at least one member of staff to every six 3 & 4-year-old children, and one adult to every four two year olds.*
- *Our key person system ensures each child and their family has one particular staff member who is the first point of contact and responsible for ensuring the child is cared for, nurtured, happy and stimulated. The allocated Key person provides and receives information about the child and the child's progress with the family.*
- *Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss individual children's progress.*
- *We adhere to our Equal Opportunities policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.*
- *Most of the staff on duty at any one time are qualified to at least level 3.*
- *Regular in-service training is carried out with all staff, both paid and volunteer members.*
- *All permanent staff hold a current paediatric first aid certificate.*
- *All staff are trained in Basic Food Hygiene.*
- *All members of staff have completed the relevant OFSTED checks including DBS checks and references are taken up before employment can commence.*
- *All members of staff are expected to adhere to our policies and procedures.*
- *All members of staff are given the opportunity to input into planning a curriculum.*
- *All staff are offered termly supervisions and annual appraisals.*

This policy was updated in October 2016.

Reviewed Jan 2022

Signed on behalf of KEYfs:-

.....  *Deb J Manns (Owl)*