



FAIRLANDS DAY NURSERY, CHURCH ROAD, SHEDFIELD, SOUTHAMPTON,
HAMPSHIRE, SO32 2HY.

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Staffing and Employment Policy

Statement of intent

We provide a staffing ratio in line with the requirements of the Early Years Foundation Stage 2012 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.

Aim

To ensure that children below school age and their parents are offered high quality Early Years Care and Education.

Method

- To meet this aim we use the following 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 - seven years of age: 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a Key Person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans for the child's well-being and development in the setting. The Key Person meets regularly with the family for discussion and consultation on their child's progress.
- We hold regular staff meetings to undertake curriculum planning 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 setting Manager, Jo Skinner holds a BA(Hons) in Education and Training, our Deputy Managers hold a CACHE Level 3 Diploma for the Early Years Workforce and a BTEC National Diploma and a minimum of half of our staff in each room hold the NVQ3 in Early Years Childcare and Education or an equivalent or higher qualification.
- A minimum of half our staff working with the under two's have received training that specifically addresses the care of this age group.
- A minimum of three quarters of our staff are required to hold a current paediatric first aid certificate.
- We provide regular training to all staff - whether paid staff or volunteers - through Fairland's School and external agencies.
- Our setting budget allocates resources to training.
- We provide staff with an induction checklist on commencement of employment. This induction is carried out with Management/Supervisor during their probation period.
- 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.

This policy was adopted at Fairland's Day Nursery on

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Signed on behalf of the Management Committee/ Proprietor

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Role of signatory (e.g.chairperson etc.)

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This policy was amended on

.....(date)

.....(date)

.....(date)