

STAFFING AND EMPLOYMENT POLICY

Aim

Maintain high adult/child ratio which is essential for good quality pre-school care.

Methods

In our pre-school:

1. We have at least one member of staff to each eight children and one staff to four children if there are under 3 year old children present.
2. Our key person system ensures each child and family has one particular staff member who takes a special interest in them.
3. Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
4. We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men and women, with and without disabilities, from all religious, social ethnic and cultural groups.
5. Some members of our staff hold the Diploma in Pre-School Practise or an equivalent qualification.
6. Regular in-service training is available to all staff, both paid and volunteer members, through the Pre-School Learning Alliance
7. Our Pre-School's budget includes an allocation towards training.
8. We support the work of our staff by means of monitoring/appraisals.
9. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....