

PEMBURY SCHOOL HOUSE NURSERY

Staffing, Employment & Safe Recruitment Policy

Statement of Intent

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.

Aim

To ensure that children and their parents are provided with high quality nursery care and education.

Methods

To meet this Aim;

- **We adhere to requirements made under the Safeguarding Vulnerable Groups Act 2006 and pending introductions**
- **the following ratios of adult to child are used:**
 - **children aged 2 years of age: 1 adult : 4 children**
 - **children aged 3-5 years of age: 1 adult : 8 children**
- **a minimum of three staff / adults are on duty at any one time.**
- **a Key Person system is used to ensure that each child and each family has a particular member of staff for discussion and consultation.**
- **regular staff meetings are held 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.**
- **our staff are provided with job descriptions which set out their roles and responsibilities.**
- **we welcome applications from all sections of the community. Applicants are 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 are not placed at a disadvantage by us imposing conditions or requirements which are not justifiable.**
- **our Head of Nursery, Rachael Teigen holds the Foundation Degree in Childcare & Education and SENCO, our Deputy, Jude Sheppard holds the CACHE Diploma and Accredited SENCO. A minimum of half of our staff hold the CACHE NVQ Level III in Nursery Practice, or above.**
- **we provide regular training to all staff, through the Pre-School Learning Alliance and Kent Early Years Development and Childcare Partnership.**
- **our Nursery budget allocates resources to training.**
- **we provide staff Induction training in the first week of employment. This induction includes our Health & Safety Policy and Procedures and our Safeguarding & Child Protection Policy and Procedures. Other policies and procedures are 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 base our recruitment decisions on evidence from references, employment history, qualifications, interviews, identity checks and any other required checks e.g. medical suitability
- we recruit in accordance with the **CRB Code of Practice**
- we use **Ofsted** guidance on obtaining references and criminal record checks through the **Criminal Records Bureau** for staff and volunteers who have substantial access to children.

This policy was updated and adopted by the Trustees of Pembury School House Nursery.