



Staffing and employment policy

Statement of intent

Tandridge village Pre-School provides a high staffing ratio in line with the welfare requirements of the Early Years Foundation Stage to ensure that 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 and other records in accordance with statutory requirements.

Aims

To ensure that children and their parent's are offered high quality Pre-School care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
Children aged 2 years of age: 1 adult: 4 children
Children aged 3 – 4 years of age: 1 adult: 8 children
- A minimum of three staff are on duty at any one time.
- We use a key person system to ensure that each child and their family has a particular member of staff with whom to form a relationship. This will assist in planning for the child's wellbeing and development whilst in the setting.
- 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 will 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.
- Our Pre-School Manager and Deputy Manager will hold a level 3 or above Early Years qualification that is shown on the full and relevant qualification list published by the government. This can be found on the government website ([Early years qualifications achieved in the United Kingdom - GOV.UK \(www.gov.uk\)](http://www.gov.uk)) A minimum of half of our staff on duty each day will hold an approved level 2 or level 3 qualification on the above list to adhere to the statutory Early Years Framework regarding ratios.
- We provide regular in-service training to all staff (whether paid staff or volunteers) this may be led by the management team or provided by an outside agency such as Surrey Early Years Team or an online provider. Staff training needs are discussed during staff appraisals which take place every year or Staff supervisions which are more regular.
- Our Pre-School budget allocates resources to training.
- We provide staff induction training which is to be completed within the first week of employment, where possible. This induction includes our Health and safety policy and procedures, which includes food safety and allergies, and also our safeguarding children 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 DBS checks for staff and volunteers who have substantial access to children are obtained through the Disclosure Barring Service.



- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS checks.
- We will always inform Ofsted of any changes in the person responsible for our setting. At Present this is completed by the Chairs(s) on the Committee.
- As we are a term time only setting our staff are encouraged to take their holiday breaks when the setting is closed. When staff may need to take time off for any other reason other than illness or training this is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, the practitioner will comply with the staff absences procedure.
- Sick leave will be monitored and action taken where necessary in accordance with their contract of employment.
- We will follow the procedures set out in staff absences procedure.
- All staff will have sufficient understanding and use of English to ensure the well-being of children in their care. Records will be recorded and maintained using the English language.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: