



## Staffing and Employment Policy

June 2020

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### Statement of intent

We provide a high staffing ratio 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 records through the Disclosure and Barring Service in accordance with Ofsted's requirements.

### Aims

To ensure that children and their parents and carers are offered high quality childcare and education.

### Methods

- To meet this aim we use the following ratios of adults 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 – five years of age 1 adult : 8 children
  - Children over the age of five years 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child and family has regular 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 have a job description which sets 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.
- It is our aim that the Childcare Manager holds a level 6 certificate in Early Years. A minimum of half of our staff hold a relevant level 3 qualification in Early Years Care and Education.
- We provide regular in-service training to all staff, whether paid staff or volunteers.
- The childcare budget allocates resources to training.
- We provide staff induction training on and prior to the first day of employment through our 'onboarding process'. This includes reading all





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the policies and procedures and organisational mandatory induction training.

- The setting supports the work of the staff by holding regular supervisions.
- The setting is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining reference and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.
- We follow YMCA Trinity Groups Recruitment Policy and Procedure.
- All staff follow YMCA Trinity Group's Employee Code of Professional Conduct.

<b>This policy was adopted on:</b>	<b>Signed on behalf of YMCA Childcare:</b>	<b>Date for review:</b>
23.06.2020	A.Spence	22.06.2021

