



Employment and Staffing

Policy Statement

Tiddlywinks Pre-School provides a staffing ratio in line with the statutory 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 we carry out checks for criminal and other records through the **Disclosure & Barring Service (DBS)** in accordance with statutory requirements. These checks will be renewed every 3 years.

Procedures

Ratios:

- To meet this aim we use the following ratios of adult to children:
 - Children under two years of age: 1 adult: 3 children,
 - Children aged two years of age: 1 adult: 4 children,
 - Children aged three to 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 with parents 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 development, safeguarding, ENCO, and any difficulties that may arise from time to time.
- Staff moderate children's development three times a year and then hold parental consultations with parents.

Vetting and staff selection:

- 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 use Ofsted guidance on obtaining references and enhanced criminal record checks.
- We keep all records relating to employment of staff and volunteers, particularly those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

Training and staff development:

- Our setting manager, and deputy, hold the CACHE Level 3 or higher Diploma in Pre-School Practice, or an equivalent qualification, and all other staff have a level 3 or higher qualification.
- We provide regular in-service training to all staff – whether paid staff, or volunteers – through Cambridge County Council, and external agencies. Training is either face to face or online/in house.
- Staff also attend external training sessions, briefings, and conferences, when possible.
- 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.

Adoption and annual review of the policy

This policy was adopted at a meeting of	Tiddlywinks Pre-School Committee
Held on	22nd April 2024
Signed on behalf of the management committee	
Name of signatory	Hilary Allen
Role of signatory	Chair