



We demonstrate tolerance and respect through child-led play

# Staffing and Employment Policy

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## Staffing and Employment Policy

### 1 Scope & Purpose

- 1.1 To ensure that children and their parents are offered high quality preschool care and education.
- 1.2 1.2 To ensure that adults looking after the children, or having unsupervised access to children, are suitable to do so.

### 2 Outline

- 2.1 We endeavour to have the highest level of safeguarding in place to ensure the suitability of adults working with the children at playgroup. All staff undertake level 1 safeguarding and most have level 2 or 3 safeguarding.
- 2.2 All staff receive regular updates to this and all other required training in accordance with government guidelines.
- 2.3 We aim to have 90% of all staff working directly with children to have First Aid training.
- 2.4 We provide a high staffing ratio to ensure that children have sufficient individual attention and to ensure a high quality of education. In our 2-3 room we ensure a ratio of 1 adult to 5 children; in our 3-4 room we ensure a ration of 1 adult to 8 children and as much as possible (working around staff absences/training etc) we ensure a ratio of 1 adult to 6 children.
- 2.5 We ensure that staff are all appropriately qualified to support the education of children in the early years, with most of our staff holding a level 3 qualification in childcare in line with government guidance.
- 2.6 We ensure that all staff and volunteers who apply to work with children at playgroup are checked for criminal records through the Enhanced Disclosure and Barring Service (DBS) in accordance with Ofsted's requirements. The date of these checks and the unique reference numbers are kept on file for each staff member or volunteer in the Single Central Record.
- 2.7 We ensure that safer recruitment procedures are followed including seeking references for all staff and volunteers before any offer of employment or work with the children is offered. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.



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- 2.8 We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability of the post regardless of marital status, age, gender, culture, religious belief, disability, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements that are not justifiable.
- 2.9 We provide staff (including volunteers) with induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safeguarding Policy and Procedures.
- 2.10 The data of any unsuccessful applicants are held on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted and / or destroyed in confidential waste. Copies of any 'Rights to work in the UK' documentation will, however, be immediately destroyed after the recruitment process in confidential waste.
- 2.11 Job descriptions and contracts of employment are provided for all staff members as part of our recruitment process.
- 2.12 Job descriptions clearly outline the roles and responsibilities of the staff.
- 2.13 Croft Playgroup has two named managers and a deputy who can lead the setting in the manager's absence.
- 2.14 We use a keyworker system to ensure that each child and family has a particular member of staff to go to for consultation and support.
- 2.15 Managers ensure that all staff receive annual Appraisals and regular supervision meetings to ensure their ongoing job satisfaction, personal development and welfare.
- 2.16 Managers ensure that staff receive regular training to support their ongoing professional development.

**This policy was adopted by Croft Playgroup**

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Managers

Print Name: Jason Adams

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

*Date policy to be reviewed: July 2025 or earlier if required*