



Crossways site:

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Play • Learn • Grow

Employment and Staffing Policy

Policy Statement

First Step Pre-school Ltd follow safer recruitment guidelines to safeguard and promote the welfare of young children. The Pre-school is committed to providing a supportive working environment for all its members of staff and to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. There is a strict safeguarding procedure to protect all children and young people in our care and we expect all staff, volunteers and students to share this commitment.

Ratios

- children aged two years of age: 1 adult : 4 children;
- children aged three to five years of age: 1 adult : 8 children. First Step Pre-school Ltd aim a ratio 1 adult : 6 children.
- A minimum of two staff are on duty at any one time. 1 adult must be qualified to level 3
- We use a key person approach to ensure that each child has a named member of staff with whom they can form a relationship and who plans with parents/carers for the child's well-being and development in the setting.
- We hold regular staff meetings where children's progress is discussed, including any achievements and any difficulties.

Safer Recruitment

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. See Equality and Diversity Policy
- New members of staff have job descriptions which set out the staff 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.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- 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 check.
- Staff will be asked to sign a declaration stating that they have no or any pending convictions, or a disqualification by association that may affect their suitability to work with children. This will be carried out at supervisions.

