5. STAFFING AND EMPLOYMENT POLICY

A high adult/child ratio is essential in providing good quality child care.

At Wavertree Christian Community Centre we will endeavour to:

• Have at least one member of staff to every 8 children aged between 3 and 4.

• Have at least one member of staff for every 4 children aged between 2 and 3 years.

• Operate a keyperson system for all children.

• Ensure that all children and their families have one member of staff as a first point of contact if a problem arises.

• Hold regular staff meetings to provide opportunities for staff to undertake curriculum planning and to discuss any difficulties that have arisen.

• Allow staff to access training

• Encourage staff in continued professional development.

• Ensure that at least 50% of staff hold relevant qualifications.

• Ensure that all permanent staff and volunteers have an enhanced DBS check.

• All applicants who work within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

• All appointments both paid and voluntary will be subject to a probationary period and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

• Not allow any volunteer or parent helper to be left alone in charge of children.

• Ensure that suitable references are obtained and followed up.

• Ensure that suitable checks are made to ensure new staff are suitable

• Have at least 5 Staff training days per year when the nursery will be closed.

• Have staff supervision/appraisals on a regular basis.

• Ensure that staff delivering the foundation stage, have appropriate training / support and guidance.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**