



Milborne Ladybirds Playgroup

STAFFING AND EMPLOYMENT POLICY

Employment

- Ladybirds are an equal opportunity employer. They welcome applications from candidates based on their skills, qualifications and experience.
- Ladybirds are committed to non-discrimination and practice recruitment and employment practice
- Employment progression within the organisation is determined solely by application of objective criteria and personal merit.
- All job vacancies will be advertised in a range of locations to attract applicants from all the community.
- Criminal Record checks will be carried out through the Disclosure and Barring System on all adults working in the organisation. All information will be handled in compliance with the current Disclosure and Barring regulations and the Data Protection Act.
- Staff must disclose to management any convictions, cautions, court orders, reprimands and warnings which any affect their suitability to work with children as soon as this occurs, and will be asked to sign 'Fitness to work with young children' annually
- Interviews will be carried out by a panel consisting of the Supervisor and Committee members. One person of the panel will have undergone Safe Recruitment training. In the event of the interview being for a Supervisor /Manager an experienced Early Years person from outside the setting will be part of the panel.
- A probationary period will be agreed with the new employee at the end of which an appraisal will take place and the employee either offered a full contract or given an extended probationary period.
- If the extended probationary period is unsatisfactory the employee will be given explanation and their contract will not be extended.
- References will be obtained for all prospective employees.
- Ofsted will be notified of all staff appointments.



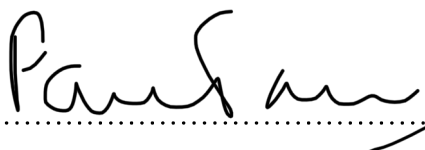
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Staffing

- Ladybirds recognise that low child adult ratios are beneficial and will maintain staff ratios above the minimum required by current regulations wherever possible.
- A key person system is operated with senior assistants allocated to a family. The key person is responsible for maintaining up to date observation and assessment files, planning activities for the children and communicating with parents.
- Staff are expected to read and comply with all policy and procedures of the organisation.
- All adults working in Ladybirds must maintain confidentiality at all times.
- No adult will be allowed to work in the preschool if under the influence of drink or drugs.
- Staff must inform management if any medication they are taking is likely to impair their ability to look after children. Staff medication must be securely stored.
- Good quality childcare requires continuous training and Ladybirds wherever possible will provide financial support to all staff to help with their professional development.
- Staff progress will be monitored, supported with appraisals being carried out annually and regular supervisory meetings

Reviewing the Policy

The Staffing and Employment Policy will be kept under review and will be reviewed annually
This policy was reviewed and agreed at a meeting of the Management Committee held on 25 August 2020

Signed  Chairperson