

Staffing and Employment Policy

A high adult: child ratio is essential in providing good quality pre-school care.

At Offwell Under Fives we will:

- Have an adult: child ratio of at least one member of staff to eight children.
- Staff meetings are held each half-term. Planning and evaluation meetings are held weekly. These are used to plan the curriculum, discuss children's progress and assess individual children's targets, as well as any other relevant details concerning the sessions.
- We work towards an equal opportunities policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- At least half of our staff holds the Diploma in Pre-school Practice or an equivalent qualification.
- As members of the Pre-school Learning Alliance, we receive up-to-date information regarding training opportunities. This is available to all staff, both paid and volunteer members.
- Our pre-school's budget includes an allocation towards training costs.
- Each member of staff will have a yearly staff appraisal.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- All applicants will be made aware that the position is exempt from the Rehabilitation of Offenders Act.
- Appointments will not be finalised without the following:
 - Evidence of relevant qualifications.
 - Receipt of suitable references.
 - Photographic I.D
 - Suitable person/enhanced disclosure.
 - Health declaration/check.