



FOREST ROW COMMUNITY PRE-SCHOOL PROCEDURE

24 STAFFING AND EMPLOYMENT POLICY AND PROCEDURE

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

- We have at least one member of staff to every 6 children (this will ensure we meet requirements to have 1 staff member for every 4 children under the age of three; and one member of staff to every 8 children over the age of three.
- Our keyworker system ensures each child and family has one particular staff member who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men and women, with or without disabilities from all religious, social, ethnic and cultural groups.
- All our Staff hold or are working towards appropriate qualifications as follows:
 - Leader and Deputy NVQIII or Diploma in Pre-school Practice
 - SENCo NVQIII or Diploma in Pre-school Practice
 - Assistants NVQII or Certificate in Pre-school Practice
- We support the work of our staff by means of regular monitoring.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

| Date Prepared | Reviewed | Next Review |
|----------------------|-----------------|--------------------|
| October 2008 | | October 2009 |
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