



KINDERGARTEN STAFFING POLICY

INTRODUCTION

We provide a staffing ratio in line with the requirements of the Early Years principles to ensure that children have sufficient individual attention and to guarantee care and education of high quality. Our staff members are appropriately qualified and we carry out checks for criminal and records through the Disclosure and Barring Service in accordance with statutory requirements.

AIM

Our aim is to ensure that children, below school age, and their parents are offered high quality Early Years education.

PROCEDURES

The following procedures are implemented to achieve our stated aim:

- Adult to child ratios are carefully monitored:
 - Children aged two years of age: 1 adult to 4 children.
 - Children aged three–four years: 1 adult to 8 children.
- A minimum of two staff/adults are on duty at one time.
- We use a key person (group teacher) to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development at the Kindergarten.
- We hold daily and weekly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We provide staff induction training in the first week of employment. This introduction includes our Health & Safety Policy, Safeguarding and Child Protection Policy, Behaviour Policy, SEND Policy, EAL Policy, Healthy Eating Policy and Lost Child Policy.
- We support the work of our staff by holding regular meetings and yearly performance management reviews
- The Kindergarten's budget allocates resources to train staff.
- Staff members are employed with regard to the guidelines set out in the Thomas's School Staff Recruitment Policy
- All staff members hold a first aid certificate and attend a safeguarding course every three years.

See also: Safeguarding and Child Protection Policy, Teaching and Learning Policy

This policy will be reviewed annually			
Latest Review: April 2017	By:	Kathy Ballantine, Acting Head	Changes made
Next Review: April 2018	By:	Kindergarten Head	