



Martlesham Playschool, At Gorseland School, Deben Avenue,
Martlesham, IP5 3QR
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
Kesgrave, IP5 2EN
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PLEASE DO NOT REMOVE

STAFFING AND EMPLOYMENT POLICY

A high adult : child ratio is essential in providing good quality playschool care. We will ensure that our children and their parents are offered high quality early years care and educations

In our playschool:

- We will ensure that we follow the correct ratio of adult to children:-
 - children aged two years of age: 1 adult : 4 children
 - children aged three - five years of age: 1 adult : 8 children
- We will use a key person approach 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 in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress
- 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 women and men, with and without disabilities, from all religious, social, ethnic and cultural groups
- All staff have job descriptions which set out their staff roles and responsibilities
- our staff are all fully qualified and our staffing rota is always within the guidelines as set out in the Statutory Framework for the Early Years Foundation Stage
- Regular in-service training is available to all staff, both paid and volunteer members, through the Pre-school Learning Alliance and Suffolk County Council.
- Martlesham & Kesgrave Playschools' budget includes an allocation towards training costs
- We provide staff induction training for new employees.
- We support the work of our staff by means of regular committee meetings, staff meetings and termly staff supervision meetings. Staff can raise specific issues at any time.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
 - We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.
 - We will ensure that all new members of staff receive a copy of our Code of Conduct for Staff and that they sign a Declaration of Suitability to Work with Children.
 - Uniforms – staff will be supplied with polo shirts every two years (the number being dependent on the number of sessions worked per week). These will be ordered during the last half of the summer term and ready for the beginning of the September term. A few extra polo shirts will be ordered and kept for any joiners in the interim.

This policy was adopted at a meeting of	Martlesham & Kesgrave	
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	Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)