***Staffing and Employment***

*We aim to have as high adult to child ratio as possible.*

* *The minimum staff ratio is Ofsted levels: 1:8 three years and above, 1:4 for under three years. Our keyworker system ensures each child and family has one particular staff member who takes a special interest in them.*
* *Staff have one hour’s curriculum planning once a week when staff discuss the children's progress and any difficulties.*
* *We work towards an equal opportunities employment policy, seeking to appoint the best person for each job and will treat fairly all applicants.*
* *No applicant will be rejected on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or belief.*
* *References will be followed up and qualifications verified for job applicants by preschool. Preschool is responsible for ensuring DBS checks are carried out.*
* *Commitment to implementing the group's equal opportunity policy will form part of the job description for all workers.*
* *Job vacancies will be advertised in the local area and all applications will be viewed.*
* *Any member of staff not fulfilling the criteria regarding the DBS check will not be offered a contract. Supervisor and deputy will hold NNEB, NVQ level 3 or more. All keyworkers will be qualified in early years NVQ3 or above.*
* *The Pre-school will fund appropriate training for staff, as required.*
* *Ongoing training is encouraged for all staff members.*
* *We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation*
* *Westgate pre-school encourages a professional relationship with parents, which excludes Facebook friendships, babysitting, personal text messages and inappropriate friendships.*

*This policy was reviewed by Westgate Pre-school Ltd, October 2018*

*signed on behalf of Westgate Pre-school Ltd …………………………...............*

*……………………………………….*

*Review Date October 2019*