



## **Staffing and Employment**

A high adult: child ratio is essential in providing good quality childcare. In our club:

- ◆ We have at least one member of staff to each 4 children aged under 3 years, one member of staff to each 8 children between the ages of 3 years and 8 years and one member of staff to each 10 children between the ages of 8 years and 12 years. Up to a maximum of 26 children in any one pre-school session or 29 children in any Kids Club session
- ◆ We work towards an Equal Opportunities employment policy seeking to offer job opportunities equally to both women and men with or without disabilities from all religious, social, ethnic and cultural groups.
- ◆ Staff training meets all regulatory requirements. In addition we aim to ensure that at least half of our staff hold a recognised Pre-School or Playworker qualification or equivalent, and all staff hold or are working towards qualifications appropriate for their position in the group.
- ◆ Regular in service training is available to all staff, paid or volunteer members through Early Years and Childcare Service, The Pre-School Learning Alliance or The Care and Education Partnership and the Kids Club Network.
- ◆ We support the work of our staff and identify their on going training and development needs by means of regular monitoring and appraisals.
- ◆ All vacancies will be advertised internally and externally.
- ◆ We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and obtain DBS checks and two written references. See Safer recruitment policy.
- ◆ New employees take part in an induction programme within their first month at work.