



Milborne Ladybirds Playgroup

STAFFING AND EMPLOYMENT POLICY

Employment

- Ladybirds are an equal opportunity employer. They welcome applications from candidates based on their skills, qualifications and experience.
- Ladybirds are committed to non-discrimination and practice recruitment and employment practice
- Employment progression within the organisation is determined solely by application of objective criteria and personal merit.
- All job vacancies will be advertised in a range of locations to attract applicants from all the community.
- CRB checks will be carried out on all adults working in the organisation. All information will be handled in compliance with the CRB Code of Practice and the Data Protection Act.
- Interviews will be carried out by a panel consisting of the Supervisor and committee members. One person of the panel will have undergone safe recruitment training. In the event of the interview being for a Supervisor /Manager an experienced Early Years person from outside the setting will be part of the panel.
- A probationary period will be agreed with the new employee at the end of which an appraisal will take place and the employee either offered a full contract or given an extended probationary period.
- If the extended probationary period is unsatisfactory the employee will be given explanation and their contract will not be extended.
- References will be obtained for all prospective employees.
- Ofsted will be notified of all staff appointments.

Staffing

- Ladybirds recognize that low child adult ratios are beneficial and will maintain staff ratios above the minimum required by current regulations wherever possible.



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- A key worker system is operated with senior assistants allocated children. The key worker is responsible for maintaining up to date observation and assessment files, planning activities for the children and communicating with parents.
- Staff are expected to read and comply with all policy and procedures of the organization.
- All adults working in Ladybirds must maintain confidentiality at all times.
- Good quality child care requires continuous training and ladybirds wherever possible will provide financial support to all staff to help with their professional development.
- Staff progress will be monitored with appraisals being carried out annually.

Reviewing the Policy

The Staffing and Employment Policy will be kept under review and will be reviewed annually
This policy was reviewed and agreed at a meeting of the Management Committee held on 12th July
2011