**Statement of intent:**

We aim to provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee safety, care and education of an excellent standard. Our staff are required to have the relevant qualifications and skills and are checked for criminal records through the Disclosure and Barring Service in accordance with Ofsted’s requirements to ensure they are a suitable person. Where a training requirement has been identified the relevant training will take place.

Statutory ratios are part of the Early Years Foundations Stage 2014 and set out ratios to which all early years settings must adhere to. At Ladybirds we aim to provide ratios that are better than the statutory requirement, these are:

- Children aged 3-5 years of age 1 adult: 6 children (statutory ratios 1 adult: 8 children)

- Children aged 2yrs 1 adult: 3 children (statutory ratios 1 adult: 4 children)

- Children aged 2 yrs 9 months-3 years 1 adult: 4 children (as above)

* We operate a key person system to ensure that each child and their family have a dedicated member of staff for discussions and consultations. Where the keyworker is absent a secondary named keyworker will take over the keyworker responsibilities.
* All new staff undertake induction training and receive a training and staff induction pack. New staff have a 6 month probationary period.
* We hold regular staff meetings to undertake curriculum planning, to discuss any training needs, to discuss children’s progress, achievements, concerns and to share best practise/feedback from training courses as a team as well as planning next steps.
* We work towards equality of opportunity by using non-discriminatory procedures for staff recruitment and selection, and ensure that the recruitment, appointment and employment of staff complies with all relevant legislation and best practice.
* All staff have job descriptions and contracts which set out their roles and responsibilities. All staff are required to read all our policies on an annual basis plus any amendments to policies as and when they occur. Staff sign to confirm that they have fully read and understand our policies and will adhere to them at all times.
* We provide in-service training for all staff whether paid or volunteer through the Pre-School Learning Alliance, Early Years and Child Care Partnership and external agencies.
* Where training needs have been identified, the member of staff will follow a Continuous Professional Development programme to ensure that they receive the relevant training. Each staff member is required to attend at least 20 hours training per year.
* A regular review of staff performance is carried out annually. In addition to frequent 1:1 to ensure staff are supported for any learning requirements and guidance. Each member of staff then has an appraisal with the Manager. The Manager and Deputy from Parkside will conduct the appraisal for the Manager from Porchester. This will alternate for the appraisal for the Manager from Parkside.

**Disciplinary**

Disciplinary procedures are in place and each member of staff has a copy. Any amendments to these procedures are immediately circulated to staff and discussed with them, giving reasons for the changes.

**Retirement:**

* Staff will receive notification of their retirement date 6-12 months prior to it and should advise us as early as possible as to their intentions. Applications will be considered on an individual basis, based on business needs and merit.

**Redundancy**

* The pre-school will abide by all Government guidelines should a redundancy situation ever arise. A Reserve Account is in place to provide a financial surplus should there be a need for redundancy payouts. This Reserve Account is continually monitored by the Board of Directors to ensure that sufficient funds are held within it.

**Grievances**

Should a member of staff have a grievance with another member of staff or the Deputy Practitioner, they should first approach the pre-school manager and refer to/follow the grievance procedures which are in place and they have a copy of. However if they do not wish to do this or the grievance is with the pre-school manager they should then approach the Directors.

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| Date reviewed |  |  |
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