**Statement of intent:**

We aim to provide a high quality trained staff to guarantee safety, care and education of an excellent standard in our pre-schools. 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, and staff are required to do a minimum of 21 hours training each 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.

To recognise the commitment, dedication and skills that our staff bring to Ladybirds pre-school we are recognising and valuing this through long term service rewards. These will consist of the following:

5 years service: 5 year pin badge to wear on their lanyard, 1 paid day off each academic year and some chocolates

10 years: 10 year pin badge, 2 paid days off each academic year and some flowers

15 years service: 3 paid days off each academic year and a gift hamper

20 years service: …….???paid days off each academic year, a hamper and gift voucher.

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| Date reviewed |  |  |
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