

# **BEAMINSTER PLAYGROUP**

## **STAFFING POLICY**

### **AIM**

We will have an adult/child ratio of 1-4 for children aged 2 years to 3 years and an adult/child ratio of 1-6 for children aged 3 years and over.

All staff will be qualified or working towards a relevant qualification in Childcare.

All members of staff will be trained in First Aid

All staff will have a qualification in Food Hygiene.

We will endeavour to provide on going training for all staff and any willing committee member/parent.

Any Playgroup outing/visit will have an adult/child ratio of 1-4 or less

### **PROCEDURES**

All staff will be given a contract of employment.

We will monitor all staff on a regular basis by having meetings and an annual appraisal.

We will operate a Key Person system.

Staff will observe their allotted children and write up their observations fortnightly. These observations are to be made available to parents on request.

All staff will update themselves with the Playgroup policies held on file each year (September) and sign to say that they have read them and will abide by them.

All staff will be checked by the Disclosure and Barring Service (Capita) and the Manager of the group will be registered and checked by Ofsted. The Committee will request a medical report from the staff member's doctor.

Each member of staff will have a staff development meeting with the Manager each term to discuss any future training that they may require along with any other issues relating to the group.

Each member of staff will have a supervision meeting every 6 weeks with the manager (to last 20 minutes).