Staffing and Employment Policy

Statement of Intent

Little Monsters Day Nursery is committed to providing high-quality early years education and care through the recruitment, training, and retention of suitable, qualified, and experienced staff.

We ensure that staffing arrangements meet the requirements of the Early Years Foundation Stage (EYFS) and the standards set by **Ofsted**. All staff are recruited safely and are subject to appropriate vetting and suitability checks.

Our priority is to ensure that children are cared for in a safe, nurturing, and well-supervised environment.

Aims

This policy aims to ensure that:

- Children receive high-quality care and education.
- Staff are suitably qualified, experienced, and supported.
- Safe recruitment practices are followed.
- Staffing levels meet statutory requirements.
- Equality, diversity, and inclusion are promoted.
- Children's safety, wellbeing, and development are prioritised.

Staffing Ratios

We maintain staff-to-child ratios in line with EYFS requirements:

- Children under two years: **1 adult to 3 children**
- Children aged two years: **1 adult to 4 children**
- Children aged three years and over: **1 adult to 8 children**

These ratios may be increased where required to ensure children's safety and wellbeing.

A minimum of two adults is always on duty.

Key Person System

We operate a Key Person system to ensure that:

- Each child is allocated a named member of staff.
- Strong, secure attachments are developed.
- Parents and staff work together to support learning and development.
- Children's individual needs are understood and met.

Key persons meet regularly with families to discuss progress, wellbeing, and development.

Recruitment and Selection

We are committed to safe, fair, and transparent recruitment practices.

All recruitment procedures include:

- Completion of application forms
- Identity checks
- Verification of qualifications
- Employment history checks
- Two suitable references
- Enhanced DBS checks through the **Disclosure and Barring Service**

No member of staff is allowed unsupervised access to children until all checks have been completed satisfactorily.

Equality and Diversity

We promote equality of opportunity in employment and recruitment.

We:

- Welcome applications from all sections of the community.
- Select staff based on skills, experience, and suitability.
- Do not discriminate on the grounds of age, gender, disability, ethnicity, religion, sexual orientation, marital status, or background.
- Ensure recruitment practices are fair and lawful.

Roles and Responsibilities

All staff are provided with:

- Clear job descriptions
- Contracts of employment
- Induction training
- Ongoing supervision and appraisal

These outline roles, responsibilities, and professional expectations.

Staff Training and Development

We are committed to continuous professional development.

We ensure that:

- Staff receive safeguarding and child protection training.
- First aid qualifications are maintained.
- Regular supervision and appraisals are conducted.
- Staff attend relevant training courses and workshops.
- Professional development is supported and monitored.

Staff Meetings and Communication

We hold regular staff meetings to:

- Plan and review the curriculum
- Discuss children's progress
- Share good practice
- Address any concerns
- Support professional development

Open communication is encouraged at all levels.

Safeguarding and Suitability

All staff must:

- Follow safeguarding policies and procedures.
- Maintain professional boundaries.
- Report concerns immediately.
- Adhere to the Staff Code of Conduct.

We comply with the Safeguarding Vulnerable Groups Act 2006 and all relevant safeguarding legislation.

Staffing Arrangements

We ensure that:

- Cover is arranged for staff absences.
- Agency staff are suitably vetted.
- Students and volunteers are supervised at all times.
- Staffing arrangements are reviewed regularly.

Monitoring and Review

- This policy is reviewed annually or when legislation changes.
- Staffing practices are monitored by the Manager.
- Improvements are implemented where required.
- Compliance is checked during internal audits and inspections.

Policy Adoption

Name of Setting: Little Monsters Day Nursery
Date Adopted: _____
Signed: _____
Role of Signatory: Manager