



Staffing and Employment Policy

The Kindergarten is an equal opportunities employer and in being so we will not discriminate against employing any persons due to culture, religion, age, sex or disability.

Employment:

- To ensure the smooth running of the Kindergarten and to uphold our standards we require that all applicants meet set criteria. Applicants are welcome from all backgrounds and posts are open to all.
- The applicant who best meets the criteria is offered the post subject to DBS checks.
- All job descriptions include a commitment to equality and diversity as part of their job specifications.
- All team members should, where necessary, hold a relevant qualification.
- All team members should be fit to carry out all duties.
- Individuals need to be committed to developing their role within the Kindergarten.
- Team members must uphold the ethos of the Kindergarten and implement all the policies and procedures.
- Team members will be professional at all times and shall treat all others as equal.

When employing team members the Proprietor has a set procedure:

- To ensure the job is advertised and widely publicised.
- All persons enquiring will be given the opportunity to visit the Kindergarten.
- References will be requested along with job applications.
- Once the applicants have been short listed, they will be given a date for an interview.
- After the interview the applicants will be asked to attend 2 trial sessions.
- The successful applicant will be notified in writing of the Kindergarten's decision within one week of the trial days.
- The applicant will be employed on a trial basis for a period of three months.

After this time, the Kindergarten will let the applicant know of it's intention to employ the applicant on a permanent basis.

Team members who are employed at the Kindergarten need to complete the following forms:

- An enhanced disclosure to be carried out by the Criminal Records Bureau.
- Health declaration form, detailing any medical conditions.
- Relevant Tax and National Insurance forms.



The Team

We provide an adult ratio that is generous compared to the National Standards for Day Care and this ensure that children have sufficient individual attention and to guarantee care and education to the highest level. Our team members are appropriately qualified or are currently receiving training to take them to higher qualifications. We have qualified first aiders (see First Aid Policy) and SENDCo (Special Educational Needs and Disability Policy).

The following are used in adult/child ratios at Windsor Kindergarten

Children aged 2 - 3 years - one adult to four children.

Children aged 3+ - one adult to eight children or team members with QTS and/or EYPS - one adult to thirteen children.

A minimum of two team members are on duty at any one time.

- We use a key person system to ensure that each child has a named member of the team with whom to form a relationship and who observes each child in their group and plans for their well being and development. Key People regularly meet with families both formally and informally for discussions, consultations and on-line Tapestry updates.
- We hold weekly team meetings for curriculum planning and to discuss children's progress and to evaluate our provision, as well as daily planning carried out.
- We work towards offering equality of opportunity by using non-discriminatory procedures for recruiting and selection.
- All team members have job descriptions which set out their roles and responsibilities.
- Individuals are supported with a personal development review to establish how best to develop and improve their skills, these are followed up with regular 1-to-1 meetings and constant monitoring and support of the on-line Tapestry records.
- Team members are provided with induction - this covers our policies and procedures (See Induction Policy)
- Team members are actively encouraged to further their experience by training and visits to other settings.
- We use OFSTED guidance on obtaining references and criminal record checks through the Criminal Records Bureau. If a new member of the team has an existing record we will still require that a new one is undertaken.



Student Placement Policy

Windsor Kindergarten recognises that training and qualifications make an important contribution to the quality of our care. As part of our commitment to quality we offer placements to students on a variety of courses if none of our own team members are on such a course. Additionally we are able to offer Work Experience Placements to Year 10 children studying at a Richmond Borough School. We aim to provide students on placement with us experiences that contribute to the successful completion of their studies and a strong example to good quality practice in Early Years Care and Education.

- We require students to meet the 'suitable persons' standard set by OFSTED.
- We require schools placing work experience students aged under 17 to vouch for their good character. We will always double check that courses are 'bona fide'.
- We supervise students without DBS checks at all times and ensure that they do not have unsupervised access to children.
- Students on short term basis in our setting do not count as part of our ratio.
- Our employers' liability insurance and public liability insurance covers all students.
- We discuss our confidentiality policy with students and require that they keep it.
- We will always fully co-operate with students' tutors in order to achieve the maximum possible from their time with us.
- We provide all students, at their visit, with a short induction on how the sessions are managed, who they need to liaise with (setting up a mentor) and discuss fire safety procedures and other policies.
- We communicate a positive message to all our students about the value of qualifications and training.
- We will not hinder the work of the setting by accepting too many students.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

October 2017

Date to be reviewed -

October 2018

Name of signatory -

Tanya Webber