



## Compton Valley Nursery Employment Policy

We provide a staffing ratio in line with the welfare requirements of the Early Years Foundation Stage which are:

- Children aged three months to two years of age: 1 adult : 3 children
  - Children aged two years of age: 1 adult : 4 children
  - Children aged three to five years of age: 1 adult : 8 children.
- Children aged three to five years of age: 1 adult with EYPS : 13 children

Our staff are appropriately qualified and we carry out checks for criminal and other records through the CRB (Criminal Records Bureau) in accordance with statutory requirements.

These are our guiding principles:

- All vacant posts will be advertised to ensure equality of opportunity.
- An application form, job description, person specification and contract will be prepared for each post.
- All applicants will be required to submit an application form and letter of application
- References will be sought from two referees. Referees will be asked to fill in the nursery's pro forma reference form seeking information on suitability, past performance skills etc.
- Interviews will be conducted by one or more of the managers, with support from other staff as necessary.
- Compton Valley Nursery is an equal opportunities employer and will not discriminate in the employment of staff on grounds of race, sex, sexual orientation, disability, age or ethnic, cultural or religious background.
- All staff will be employed on an initial three month probationary period, which may be extended by a specified period of time if considered necessary by the managers. Subject to a satisfactory performance review at the end of that period, employment will be on permanent contractual basis.
- Staff with relevant qualifications for the post, will be employed whenever possible; all other staff will be employed on condition of undertaking training to obtain a recognised qualification within a specified timescale



- As a requirement of employment, staff will be prepared to undertake, as a minimum, the statutory requirement of training each year. Staff will be encouraged to undertake training beyond this level in order to meet the aims of the staff team.
- A confidential staff file will be maintained for each employee, showing all vetting forms, contractual arrangements, job descriptions, details of qualifications, appraisals, record of training attendance and other documentation as appropriate. Access to these files will be restricted to the managers.
- A performance appraisal system will be operated to monitor staff performance and to ensure the professional development of staff and identify targets for future training. We aim for staff to be appraised on a minimum annual basis.
- The managers will work with line managers and staff members (including the appointed SENCO) to identify training needs for all staff.
- Staff will be paid for all training attended and will have access to external training courses and internal training opportunities.
- A system for ensuring Staff cover for training or sickness will be operated.



Compton Valley Nursery and Pre-school

Reviewed: Apr '12

