



Abbey Wood Grange Day Nursery

Staffing and Employment Policy

At Abbey Wood Grange we aim to provide high quality care and education for children through employing appropriately qualified staff, by checking for criminal records through the Criminal Records Bureau and through a high staffing ratio.

We are committed to recruiting, appointing and employing staff in accordance with all the relevant legislation and best practice as laid out in the Equal Opportunities Policy.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the job, regardless of age, gender, culture, marital status, ethnic origin, religion or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements that are not justifiable.

Staff are deployed effectively within the premises to ensure the safety, welfare and development of children.

There are named deputies who are able to take charge in the absence of the manager.

We use a key worker system to ensure that each child and family has a named member of staff for discussion and consultation.

Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and achievements and to review any difficulties or issues.

Staff Appraisals are held annually.

Staff induction training begins in the first week of employment and is completed as soon as possible. This induction includes Health & Safety and Child Protection.

The majority of our staff hold an NVQ level 2/3 and 4 or an equivalent qualification.

Regular in-service training is available to all staff.

- Our Nursery budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Staff and volunteers will be selected on their suitability to the role. This means:-

- A clear job description and specification for each role
- A clear procedure for selecting and recruiting staff e.g. application forms, short listing procedure, interview questions etc.

The applicant is required to:-

- Complete an application form
- Provide proof of identity and qualifications
- Provide two referees (one of which must be from a recent or previous employer or educational establishment).
- Attend an interview with at least two interviewers
- Explain any gaps in employment and disclose any conviction, caution, court order, reprimand or warning. Candidates and staff must be made aware that any undisclosed information, which later comes to light will result in instant dismissal.
- Obtain a fully enhanced CRB check. It is recommended that employers track the progress of CRB checks and follow up any outstanding over 8 weeks.
- Complete an agreed probationary period, induction and training, including Safeguarding.

Internal use only

Last updated/reviewed	Signed on behalf of the nursery	Date disseminated to staff
<i>February 2014</i>		