



## KINDERGARTEN STAFFING POLICY

### INTRODUCTION

Thomas's believes that the provision of committed skilled practitioners is of inestimable value in providing high quality educational experiences and ensuring that all children have sufficient individual attention to support their learning

All members of staff are subject to criminal and record checks through the Disclosure and Barring Service in accordance with statutory requirements.

### AIMS

- Our aim is to ensure that children, below school age, and their parents are offered high quality Early Years education by dedicated, appropriately qualified practitioners
- The Kindergarten also aims to support students training to be Early Years Practitioners by providing placement opportunities. This enables students to come to the kindergarten to gain experiences that contribute to the successful completion of their studies and see examples of quality practice in Early Years care and education.

### PROCEDURES

#### Members of Staff

The following procedures are implemented to achieve our stated aim for our teachers:

- Adult to child ratios are carefully monitored:
  - Children aged two years of age: 1 adult to 4 children.
  - Children aged three–four years: 1 adult to 8 children.
- A minimum of two staff/adults are on duty at one time.
- We use a key person (group teacher) to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development at the Kindergarten.
- We hold daily and weekly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We provide staff induction training in the first week of employment. This introduction includes our Health & Safety Policy, Safeguarding and Child Protection Policy, Behaviour Policy, SEND Policy, EAL Policy, Healthy Eating Policy and Lost Child Policy.
- We support the work of our staff by holding regular personal and professional development meetings and yearly performance management reviews

- The Kindergarten’s budget allocates resources to allow staff access to Continuing Professional Development
- Staff members are employed with regard to the guidelines set out in the Thomas’s London Day Schools’ Recruitment Policy.
- All staff members hold a first aid certificate and attend a safeguarding course every three years.

### Student Placements

- Schools placing students under the age of 17 years are required to vouch for their good character.
- All students, volunteers or club teachers are submitted to a DBS check.
- At the first session of their placement all students are provided with a short induction on how the Kindergarten is managed and sessions organised, and our policies and procedures.
- Students are required to abide by all our Policies, including that of Confidentiality.
- Students who are placed in the Kindergarten on a short term basis are not counted in our staffing ratios.
- Students under the age of 17 years are not allowed unsupervised access to the children.
- Trainee staff employed by the Kindergarten may be included in the ratios if they are deemed competent.
- Employers’ liability insurance and public liability insurance, is taken out which covers both trainees and voluntary helpers.
- We co-operate with students’ tutors in order to help students to fulfil the requirements of their course of study.
- A positive message is communicated to students about the value of qualifications and training.
- The needs of the children are always kept paramount by not admitting students in numbers that hinder the essential work of the Kindergarten.
- We ensure that trainees and students placed with us are engaged in bona fide Early Years training, which provides the necessary background understanding of children’s development and activities.

**See also:** [Confidentiality Policy](#), [Safeguarding and Child Protection Policy](#), [Teaching and Learning Policy](#)

<b>This policy will be reviewed annually</b>			
Latest Review: June 2019	By:	Kathy Ballantine, Kindergarten Head	Changes made
Next Review: June 2020	By:	Kindergarten Head	