



STAFFING POLICY

This policy will be reviewed annually or in response to changes in legislation		
Last Review	September 2023	Kindergarten Head
Approved	September 2023	Kindergarten Head

This policy is a statement of the aims, principles and strategies for behaviour management at Thomas's Kindergarten. It is addressed to and must be adhered to by all members of staff.

This policy should be read in conjunction with the Thomas's Kindergarten Safeguarding and Child Protection Policy, Teaching and Learning 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 safer recruitment checks in line with the Safer Recruitment Policy.

Aims

- Our aim is to ensure that children, below school age, and their parents are offered high quality Early Years education by appropriately qualified and experienced practitioners

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 contact (group teacher) to ensure that each family 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 weekly and termly 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 Health & Safety, Safeguarding and Child Protection, Behaviour, SEND, Food and Healthy Eating and Attendance (including Lost Child).
- We support the work of our staff by holding regular personal and professional development meetings, termly supervision and yearly performance management reviews
- The Kindergarten's budget allocates resources to allow staff access to Continuing Professional Development and there are also regular minibite CPD sessions within the Kindergarten
- Staff members are employed with regard to the guidelines set out in the Thomas's London Day Schools' Safer Recruitment Policy.
- All teachers hold a relevant first aid certificate and have regular Safeguarding refresher training.

Other adults

- All club leaders must complete all recruitment checks as outlined in the Safer Recruitment Policy.
- All gap placements, work experience students must complete safer recruitment checks as outlined in the Safer Recruitment Policy.
- At the first session of their placement they are provided with a short induction on how the Kindergarten is managed and sessions organised, and our policies and procedures.
- Gap placements or work experience students who are placed in the Kindergarten on a short term basis are not counted in our staffing ratios.
- Any person under the age of 17 years is not allowed unsupervised access to the children.
- Employers' liability insurance and public liability insurance, is taken out which covers both trainees and voluntary helpers.
- We ensure that work experience students and gap placements placed with us are mentored to effectively support the children with their learning.