

12. STAFFING/EMPLOYMENT, VOLUNTEERS AND STUDENT PLACEMENTS

In appointing paid staff and long-term volunteers the Committee will ensure the successful applicant is a suitable person and will be responsible for the following:

- A) All applicants will be required to complete an application and self-declaration form in the format recommended by the Pre-school Learning Alliance.
- B) New staff cannot start work before their DBS is available and all other suitable checks have been carried out.
- C) All Staff to agree to sign up to the update DBS service.
- D) All paid staff will be given a Statement of Terms and Conditions of Employment upon appointment.

Staff vacancies will be advertised as widely as possible with job description details. All suitable applicants will be interviewed. On the interview panel we will have at least one staff member who has completed Safer Recruitment training and also a member of our committee.

We have a very high adult to child ratio, and all of our staff have or are working towards qualifications in childcare. All members of staff are known as childcare practitioners and most are qualified in first aid.

Training is ongoing and we have operate a keyworker system. We are continually improving this system to keep up with children's individual needs and future planning. Since the introduction of the Foundation Stage and the Early Learning Goals in September 2021 the keyworker system includes all children that attend the playgroup.

We have regular staff/curriculum meetings/briefings that give staff the opportunity to undertake curriculum planning and to discuss the children's progress and any difficulties. Staff also discuss any safeguarding issues within the group on a need to know basis.

The playgroup's budget includes all costs towards training. The Playgroup Leader is responsible for keeping, under constant review, the training needs of all staff. Ongoing suitability is undertaken annually, holding supervision meetings with staff and paperwork reviewed and signed by all staff.

We work towards an equal opportunities employment policy for all. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. We support the work of our staff by means of regular monitoring. The staff treat each other, children and parents/carers with respect at all times.

All practitioners have a signed contract of employment and agree to abide by the Playgroups policies and procedures. All staff have an annual appraisal that complies with our equal opportunities policy.

Staff will follow the complaints procedure adopted.

STUDENTS are welcome into Royston playgroup under the following conditions...

The needs of the children are paramount.

They have an understanding of children's development and activities.

Uphold all the playgroup policies.

References of the highest qualities

They obtain permission if they intend to observe any of the children if they are pursuing a childcare qualification.

They will not have unsupervised access to children.

The Playgroup Leader ensures that adequate supervision of volunteers and students is provided at all times.

All visitor identification is checked before admittance and visitors details entered in the visitors book.

If staff are unable to work any of their regular sessions suitable cover is arranged with the playgroup leader.

If you wish to adjust your hours, please issue the request to the playleader in writing by, the end of the half term prior to the desired change date. These requests will be considered but, are not guaranteed.

PLAYLEADER SIGNATURE..... DATED.....

COMMITTEE SIGNATURE..... DATED.....