Sticky Fingers Pre-School

Abbas and Templecombe Church School,
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Registered Charity no. 1029754 / www.stickyfingerspreschool.org

18 - Staffing and Employment Policy

Statement of Intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked by the Disclosure and Barring Service (previously the Criminal Records Bureau) in accordance with Ofsted's requirements.

Aims

To ensure that the children and their parents are offered safe, high quality pre-school care and education.

Methods

- To meet this aim we use the following ratios to child:
  Children aged two years of age - 1 adult: 5 children
  Children aged three to eight years - 1 adult: 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular 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 work towards offering equality of opportunity by using non-discriminatory procedures for all staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- Our pre-school Manager holds a Level 3 Diploma for the Children and Young People's Workforce, our Deputy holds a NCFE CACHE level 3 Diploma for the Early Year's Workforce, and all other permanent staff mostly hold Level 3 equivalent qualifications or at least Level 2 qualification which we encourage working towards Level 3. We take on apprentices regularly.
- We provide regular in service training for all staff, whether paid staff or volunteers through the pre-school learning alliance or SCIL (Somerset Centre for Integrated Learning).
- Our pre-school budget allocates resources to training.
- We provide staff induction training in the first week of employment. The induction includes our Health and Safety policy and procedures and Child Protection policy and procedures. All

other pre-school policies and procedures will be introduced within an induction plan. Staff are also given a copy of the constitution to read and the structure of the Pre-school is explained to them.

- We support the work of our staff by holding regular supervision meetings. Supervision meetings are held termly and are scheduled to last 30 minutes. Staff are provided with a private location and offered complete confidentiality for these supervisions. A written record from each supervision is kept and stored in a locked cabinet. The Manager's supervision is conducted by a committee member, usually the Chairperson.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and Disclosure and Barring checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton