**Staffing and Employment Policy**

Due to our rural, village situation, we can provide a high number of staff to child ratio. There will always be 1 adult to every 8 children over 3 and 1 adult to every 4 children under 3.

**Deployment of Staff**

Throughout all activities, every member of staff is to provide support, encouragement and opportunities for the children. They are to use open-ended questions and discussion to extend and consolidate learning and development. All staff will treat each child as an individual and with equal concern. They will ensure equal opportunities at all times and respect a child’s decision not to participate. They will be good role models at all times, be flexible and strive to achieve the Pre-School’s overall aim. Staff will recognise and value the learning potential gained from free flow play. They will use positive praise consistently to raise self-esteem and will encourage independence and self-expression.

**Pre-School Supervisor**

* Have regard for the above statement of expectation.
* Plan, produce and implement the medium and daily sessional plans.
* Complete morning register or delegate to Pre-School Deputy.
* Ensure policies and procedures are implemented.
* Supervise and ensure effective deployment of staff during session.
* Co-ordinate the Key Person system.
* Co-ordinate and implement staff rota system for appropriate tasks.
* Observe the children and keep records to evaluate their needs.
* Observe the activities with a view to reviewing and extending them.
* Work towards early learning outcomes individually or in small groups.
* Interact with the children in various areas of the group.
* Deal with the immediate needs of the children as necessary.

**Pre-School Deputy**

* Have regard for the above statement of expectation.
* Assist with planning and implementing sessional plans.
* Actively support Key Person system.
* Take morning register as delegated.
* Work towards early learning outcomes individually or in small groups.
* Interact with the children in various areas of the group.
* Deal with the immediate needs of the children as necessary.

**Pre-School Assistant**

* Have regard for the above statement of expectation.
* Assist with planning and implementing sessional plans.
* Actively support Key Person system.
* Work towards early learning outcomes individually or in small groups.
* Interact with the children in various areas of the group.
* Deal with the immediate needs of the children as necessary.

**Supervised Volunteers and Students – Not Included in Staff Ratio**

* Have regard for the above statement of expectation.
* Interact with children in various areas of the group.
* Deal with the immediate needs of the children as necessary.

**Management of Staff**

All staff members are responsible to the Pre-School Committee’s Chairperson. The direct supervision of staff while a session is in operation is the responsibility of the Pre-School’s Manager.

Staff meetings take place at the end of the Pre-School session, usually once every six weeks.

Training is assessed and discussed at staff and Pre-School meetings. There is a commitment to updating training in order to meet legal requirements. A training budget is set aside annually to provide this. This is to ensure staff can continue to provide the best possible care and education for the children attending the group.

An annual appraisal system is in place to ensure staff are given the opportunity to discuss any concerns they may have, or simply to discuss further training and development. An appraisal sheet allows staff to reflect on how they have performed over the last year and whether they think there is room for improvement and what they think went well.

**Staff Complaints**

Any member of staff with concerns should speak to the Pre-School Manager. However, if this does not have a satisfactory outcome, the Chairperson will be contacted.

**Employment of New Staff**

For any job vacancy Pre-School advertises, applicants from all sectors of the community are welcome and encouraged to apply.

All applicants will be subject to a full DBS check in accordance with our Safeguarding Children’s Policy.

Signed: .................................................................... Date: .............................

Chairperson