



Employment & Staffing

Baildon Village Pre-School provide a staffing ratio in line with the welfare requirements of the EYFS to ensure that children have sufficient individual attention, care and education to a high quality.

Our staff are either qualified or working towards a level three qualification and all staff are checked through the Disclosure and Barring Service.

Ratio of Staff to Children

2 – 3 Years 1 adult to 4 children

Over 3 Years 1 adult to 8 children

There is always a minimum of two staff in the room, at all times.

Each child is given a named key worker and this is displayed on the notice board at the setting.

Staff meetings are regularly held for planning to discuss progress of the children and any other situations that may arise.

Vetting and Staff Selection

We work towards offering equality of opportunity by using non discriminatory guidelines for staff recruitment and selection.

We welcome applications from all sections of the community.

All staff have job descriptions which set out their roles and responsibilities.

We keep all records relating to employment of staff and volunteers and have record of the date and number of the enhanced DBS check.

We employ staff in accordance with all relevant legislation.

Changes to Staff

We inform Ofsted of any change to the person responsible for the setting.

Training and Staff Development

Our setting budget allocates resources to training

The setting leader and the deputy hold the Cache Level 3 Diploma.

We support the work of our staff by holding regular meetings and appraisals.

We are committed to recruiting, appointing and employing staff in accordance with all legislation and best practice.

Staff are encouraged to take regular training courses.

We provide in service training to all staff.

Staff Absences

Staff are encouraged to take annual leave when the setting is closed during school holidays, any other leave will be discussed with the leader.

If a member of staff is unwell we organise cover to ensure our ratios are met. We have a contingency plan in place should this arise.



Staff Medication

Staff taking medication

will only be permitted to work with children if deemed fit to do so. Any medication will be stored in a locked cupboard.

If a member of staff is under the influence of illegal drugs or alcohol they will not be permitted to remain at the premises, unable to work with the children and further action will be taken.