**Staffing Policy**

**Staffing, Recruitment and Selection**

Our selection processes are discrimination free. All candidates are provided with full background information, together with the relevant job specifications. They then apply using either a full C.V or supporting letter of application with two references.

Once an applicant has been successfully selected, Pre-School will contact a company to do a C.R.B check.

If the position is for supervisor, the checks will be done by Ofsted.

Until all checks have been completed the new member of staff will not be left unaccompanied with any child/children.

**Supply Staff, Volunteers, Student and Work Experience Policy**

Pre-School will ensure that all staffing levels meet or exceed the minimum staff/child ratios for the relevant ages at all times.

Should supply staff or volunteers be present, there will always be at least one qualified member of staff present.

Volunteers shall be restricted to parents, guardians or immediate family members for such events as parties or trips.

Any students or work experience placements will not be counted as part of the staff/child ratios if under the age of 18 years or if they have no previous childcare experience.

**Induction Procedure for New Members of Staff**

Following an interview with Staff an members of the Committee and references having being checked, the new member of staff should;

* Complete the relevant forms from Derbyshire County Council and Ofsted.
* Meet with Pre-School Supervisor and staff to review all policies and procedures relevant to the day to day running of the Pre-School.
* Prior to beginning work at the Pre-School, spend a session at the setting to meet the children and parents, also to familiarise self with routine of the session.

The supervisor should immediately inform Ofsted of any staff changes and ensure that the relevant paperwork is completed.