

Staffing Policy

Presented to	Date	Name (Chair)	Signature
Collegiate			
Trustees			
Review			

The Kindergarten complies with all the requirements set out in *Section 3 - The Safeguarding and Welfare Requirements* of the 'Statutory Framework for the Early Years Foundation Stage' (September 2012)

1. Staff Qualifications

1.1. The Kindergarten Teachers are Christopher Bosman, Melanie Eedle and the Acting Teacher is Samantha Elton.....

The assistants are, Frankie Horner, Shanti Bosman
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1.2. The teachers hold a full and relevant level 3 qualification as defined by the Teaching Agency.

1.3. At least half of all other staff hold a full and relevant qualification as defined by the Teaching Agency.

2. Ratios

2.1. Staffing ratios must meet the needs of the children and ensure their safety. Children must always be within sight or hearing.

2.2. Students and volunteers under the age of 17 do not count towards the ratios. (see students and volunteers policy)

2.3. The following requirements are met at all times by the Kindergarten:

2.3.1. For children over the age of 3, there must at least one member of staff to every **eight** children. At least one member of staff must hold a full and relevant level 3 qualification. At least half the other staff must hold a full and relevant level 2 qualification.

3. Key Persons

3.1. Each child is assigned a key person, who will ensure that their every need is tailored for in the Kindergarten

4. Equal opportunities employment

4.1. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and operate an equal opportunities employment. See Equality and Diversity Policy.

5. Suitable people

5.1. Every person who works on the premises is submitted to an enhanced DBS disclosure and must complete and sign a Declaration of Suitability.

5.2. No person over the age of 17 is left unsupervised with children under the kindergarten care unless their suitability has been checked.