

# **Ladybird Montessori Employment and staffing**

(Including vetting, training and development)

## **Policy statement**

We provide a 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 we carry out checks for criminal and other records through the VETTING AND BARRING Bureau in accordance with statutory requirements.

## **Procedures**

*Ratios;* To meet this aim we use the following ratios of adult to children:

- children aged two years of age: 1 adult: 3 children; and children aged three to five years of age: 1 adult: 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We hold daily staff briefings and regular staff meetings to undertake planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

## ***Vetting and staff selection***

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. We use Ofsted guidance on obtaining references and enhanced criminal record checks for staff and volunteers who will have unsupervised access to children.
- We keep records relating to employment of staff and in particular those demonstrating that checks have been done, including the date and number of the enhanced CRB check.

## ***Training and staff development***

- We offer regular training to all staff and staff can choose courses that interest them throughout the year.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding arrangements. Other policies and procedures will be introduced during the induction.
- 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 relevant legislation and best practice.

## ***Managing staff absences and contingency plans for emergencies***

- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.