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## Staffing and Employment policy

Marlborough House provides a staffing ratio in line with the requirements of the Statutory Framework for the Early Years Foundation stage. This then ensures 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 Disclosure and Barring Service (DBS) in accordance with statutory requirements.

All employees are asked to apply for an enhanced DBS through The Nursery's agent, they will be provided with instruction for this and will be expected to renew the application every three years. Staff must disclose any information that may appear on a DBS that could determine their suitability to work before an application is made and at anytime during their employment.

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

We use non-discriminatory procedures for staff recruitment and selection.

Our setting budget allocates resources for staff training. We provide regular in-service training to all staff - whether paid staff or volunteers - through Surrey Early Years, The Pre-school Learning Alliance and external agencies.

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

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

We use a key person system 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 provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.

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

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