

# Glaisdale Playgroup Staffing and Employment Policy

A high adult : child ratio is essential in providing good quality pre-school care.

At Glaisdale Playgroup :-

- We comply fully with ratio guidelines: 1 adult to 8 children aged 3 and over and 1 adult to 4 two year olds, this consists of both paid staff and volunteers.
- All paid staff are employed by the committee. Wages are reviewed annually and revised in due course.
- Staff will not use their personal mobile phone/camera or any other ICT device on the premises.
- Staff will not take photographs other than for observational reasons and only on the playgroup cameras or tablets.
- Only emergency calls should be made or taken while at work. Staff are requested to make use of the playgroup mobile wherever possible and not their personal phone.
- Child or family details will not be discussed either verbally or electronically i.e. social networking sites, facebook, twitter etc. Confidentiality must be maintained at all times.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties during sessions.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men and women, with or without disability, from all religious, social, ethnic and cultural groups.
- Staff training meets all regulatory requirements. We aim to ensure all paid staff hold qualifications in Pre- school practice or an equivalent qualification to the required standard.
- That all paid staff attend regular training to keep updated with all aspects of childcare management. Regular in service training is available to all staff including volunteers through the PLA and NYCC.
- Staff will be paid for attending training when the budget allows.

- We support the work of our staff and identify their ongoing training and development needs.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

This policy was adopted on 18/09/17

(signed on behalf of the committee) H.Purill