

Staffing and Employment Policy

We provide a staffing ratio in line with the requirements of the Statutory Framework for the Early Years Foundation Stage 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 Disclosure and Barring Service.

We aim to provide good quality pre-school care.

In our playgroup:

- A minimum of two staff/adults are on duty at any one time.
- All members of staff are Paediatric First Aid trained. (Lisa is booked on training in June 2026)
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.
- We use a key person system to ensure that each child has a named member of staff responsible for keeping their individual records up to date and who meets with parents for the child's well-being and development in the setting.
- 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 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. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will

not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

- We provide regular in-service training to all staff - whether paid staff or volunteers - through Leicestershire County Council and Stronger Practice Hubs.

The Playgroup Manager has a Foundation Degree in Children and Young People's Services. The Assistant Leader has NVQ level 3. One member of staff has QTS, 3 further members of staff have level 3. One member is working towards level 3. We support the work of our staff by holding annual appraisals and termly supervision meetings. The practitioners also complete a monthly reflective log which is shared with the Playgroup Manager.

- We are committed to recruiting, appointing, and employing staff in accordance with all relevant legislation and best practice. (Safer Recruitment)
- We obtain references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.
- Staff with Smart watches that have imaging and sharing capabilities must not be worn in the setting.

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 2nd June 2026

Signed on behalf of committee:

A handwritten signature in black ink, appearing to read 'A. Spencer', written in a cursive style.

Name and role of signatory: Anna Spencer Chair of Committee

Review date: April 2027