



Meadow Drive, Horringer, Suffolk, IP29 5SB
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Charity: 1164658

Staffing and Employment Policy

A high adult, child ratio is essential to provide good quality pre-school care.

At Horringer Pre-School we:

- Have at least one member of staff to every eight children of 3 years and one adult to every 4 children under the age of 3.
- Each child is allocated a Key Person.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress.
- We aim to promote positive attitudes towards Equality and Diversity, as set out in our policy, and seek to offer job opportunities to both male and female candidates, with or without disability, from all religious, social, ethnic and cultural groups.
- All staff undertake regular training, with over half holding a professional childcare qualification.
- All new members of staff will be required to obtain a DBS certificate and will not be responsible for children's personal care until this has been produced.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.