

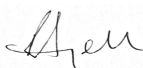
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Employment and Staffing

(Including vetting, suitability, contingency plans, training and development)

Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

Procedure

Otters Nursery School provides a staffing ratio in line with 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.

We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

We keep updated with each staff member's suitability to work with children whether paid or unpaid and take necessary action should a person become unsuitable.

We inform the Disclosure and Barring Service (DBS) and Ofsted if we become aware of relevant information which may lead to disqualification of any member of staff, paid or unpaid, volunteer or student from working with children.

All our staff are appropriately qualified and trained.

We appraise staff performance & develop our staff.

Designated Company Director R. Angell and Managers follow procedures for employment & staffing:

- Staff Suitability & Disqualification
- Staff Structure & Maintaining Ratios
- Staff - Appointing New Staff
- Staff Safer Recruitment & Vetting
- Staff Induction
- Staff Training
- Staff Appraisals
- Staff Supervisions
- Staff Absence & Staff Cover
- Staff Discipline