

Recruitment, Staffing and Employment Policy

Statement of Intent

Eduplay services adopt the Health for All recruitment and selection of staff policy at all times. (Please see attached copy)

Within the Eduplay service we provide a high staffing ratio to ensure that children have individual attention and to guarantee high quality care, play, and learning and development opportunities. Our staff team are appropriately qualified and /or experienced and are checked through the Criminal Records Bureau. To ensure that parents and children are offered a high quality service we will:

- Maintain the following adult to child ratios:
 - Children under two years of age: 1 adult: 3 children
 - Children aged two years of age: 1 adult: 4 children
 - Children aged three - seven years of age: 1 adult: 8 children
- Ensure a minimum of two staff/ adults are on duty at any one time.
- Allocate a key worker system to ensure that each child and each family attending MFC crèche has a designated member of staff for discussion and consultation.
- Hold regular team meetings, which provide opportunities for the staff to undertake planning, discuss children's progress, their achievements and any difficulties which may arise from time to time. We will also look at areas of strength and areas for development within the overall Eduplay service.
- Ensure staff qualifications meet regulatory requirements; this includes the Eduplay Manager, Deputy and Senior crèche workers holding a Level 3 qualification. In addition we will ensure at least a minimum of half of the remaining Eduplay team will hold a level 2 qualification.
- Provide regular in-service training to all staff, students and volunteers.
- Ensure budgets relating to the Eduplay mobile crèche service, MFC crèche and the FFB include an allocation towards training costs.
- Support the work of our staff, students and volunteers and identify their ongoing needs by means of regular supervision sessions and annual appraisals.
- Work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Welcome applications from all sectors 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.
- All staff, students and volunteer members have job descriptions which set out their roles and responsibilities.
- We provide induction training in the first week of employment. This includes an introduction to the Eduplay Service, Health for All Enterprises CIC, Health for All (HFA) the charity and MFC which is our operational base.

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- We will provide all staff members, students and volunteer members with our policy and procedures booklet, a staff handbook, information regarding Health for All Enterprises CIC and HFA the charity and information to access the staff intranet.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice including the safer recruitment guidance as set by the Leeds Safeguarding Children Board. (LSCB)
- We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who have substantial access to children.

