



St Thomas' Church Hall, 75 Monsell Road, LONDON, N4 2EF
Tel: 0207 354 9347

Staffing and Employment Policy

In our playgroup :

- A ratio of 4 adults to 24 children (1 : 6) aged between 2 - 4 yrs ensures a safe environment for the children to play and learn in.
- The Playgroup Leader holds a Diploma in Childcare and Early Learning for Under Fives and all staff have NVQ level II in Childcare or above.
- Our keyworker system ensures that each child and family has one particular member of staff with whom they can discuss their child's progress.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the childrens' progress and any difficulties.
- We work towards an equal opportunities employment policy seeking to offer job opportunities equally to both women and men, with and without disabilities, all religious, social, ethnic and cultural backgrounds.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Pre School Learning Alliance.
- Our Playgroup's budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring / appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

This policy was adopted at a meeting of the pre-school held on 21 August 2006.