

PETER PAN PLAYGROUP

STAFFING AND EMPLOYMENT POLICY AND PROCEDURES.

Our playgroup has a Management Committee of parents who are responsible for employing staff, voluntary helpers and student placements, and for managing the playgroup's finances. The Committee is elected at the Annual General Meeting. The Committee will be guided by the experience of the Supervisor, who reports to, and is present at the meetings. The playgroup works to the statutory guidelines set out in the Children Act, and that set out by the Department for Education and Employment for Nursery Grant.

In our playgroup we;

- Have at least one member of staff to every eight children, and more if there are younger children present.
- Have a keyworker system, which ensures that each child and family has one particular member of staff who takes a special interest in them.
- Have regular staff meetings for curriculum planning and updating of practice and procedures, and to discuss the children's progress and resource needs.
- Ensure that all staff hold relevant and up to date qualifications, making provision for staff to undertake any necessary training for the benefit of the playgroup, and for individual professional development.
- Support the work of the staff through monitoring and appraisal
- Have a commitment to recruiting, appointing and employing staff in accordance with all relevant legislation, whilst ensuring that staff are 'warm', welcoming and have a love of working with children.