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Community
Legal Service



Help Point

**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Project Director

Also:-

Preston Office: (01772) 734888 Carnforth Office: (01524) 732807

Staffing and Employment Policy

A high adult:child ratio is essential in the provision of good quality childcare.

In our crèche:

- All staff will have an enhanced CRB check and the document will be seen by the Manager/Supervisor
- We adhere to the minimum staff ratios as per Ofsted National Standards.

These are:

1:3 children under 2 yrs

1:4 children aged 2 yrs

1:8 children aged 3-7 yrs

- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- Staff training meets all regulatory requirements. We will ensure that we have a Manager/Supervisor (on site at all times).
- We will have a named Deputy Manager.
- We will ensure that at least half of our staff hold the NVQ Level 2 in Early Years Care and Education or an equivalent qualification appropriate for their position in the group.
- Regular in-service training is available to all staff, both paid and volunteer members.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- In the event of unexpected staff absences/emergencies Signposts will endeavour to contact suitably qualified members of the Signposts Mobile Crèche Team in order to fulfil their obligations to clients who have booked the crèche. If this is not possible, we will notify the clients in plenty of time, cancel the crèche facility, and re-schedule at a future date.

April 2007

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Registered in England and Wales



Children's Fund

**LANCASTER
CITY COUNCIL**

Promoting City, Coast & Countryside

North Lancashire



Primary Care Trust



Lancashire
County Council



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