Little Buds will aim to recruit and maintain suitably qualified staff within the group at all times. We aim to check all references and also Police check any new staff member before allowing them to join our group. The following procedures reflect our commitment to this by using the following criteria

* We welcome any applications for job vacancies from every section of the community
* Staff may be redeployed into the playgroup from the main school if needed.
* All applicants will be considered on the basis of suitability for any post regardless of; Marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
* No applicants shall be placed at a disadvantage by us imposing conditions and/or requirements which are not justifiable.
* We aim to offer equality of opportunity by using non-discriminatory procedures for all staff recruitment selections.
* All staff must complete a AccessNI check before starting at the group. They must also sign a yearly review and must inform us immediately of any changes to their personal circumstances that could affect their suitability to work at the group.
* All staff are required to take part in regular staff meetings to discuss and decide how best to plan and implement activities to ensure that all children are achieving to their potential.
* Staff induction training is provided on site during the first few weeks of employment. This will cover Child Protection policy and Health and Safety Policy.
* All new staff will be provided with a full list of Policies in regard to the safe running of the group on commencement of their employment. They will also be given uniform t-shirts and name badge as soon as is practicable
* All staff will be expected to undertake any additional in service training deemed appropriate to the Playgroup/Club as well as the qualifications already required.
* Staff will have the full support of the group in their endeavours to gain any other qualifications with budgets allocated accordingly.
* Our staff ratios are 3-4 year olds, 1 adult; 8 children.
* A minimum of two staff will be on site at all times regardless of numbers at any session.
* All staff/volunteers are required to inform the playgroup leader/chair of any changes in their or their households’ suitability to work with children. An annual declaration form will have to be completed by ALL staff/volunteers to confirm their suitability.

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Management Team

Signed:……………………………………………………………………………………

(on behalf of the setting)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date:…………………. Signed:……………………………………………

Date:…………………. Signed:……………………………………………

Date:………………… Signed:……………………………………………