

## Staffing and Employment Policy

Policy to be reviewed Bi-Annually. Policy agreed October 2019.  
To be reviewed October 2021.



A high adult-child ratio is essential in providing high quality education with care.

Everton Nursery School and Family Centre follows the following adult-child ratios in and around the school/centre:

2-3 years – 1 early childhood educator per 4 children (1989/2004 Children Act).

3-5 years – 1 early childhood educator per 13 children (Nursery School Ratio) with 1 senior early childhood educator having qualified teacher status, one early childhood educator having nursery nurse qualified status. The Nursery School is fully compliant with the Early Years statutory staffing requirements.

3-5 years during daycare (ie 8-9am 11.30am-12.30pm, 3.00pm onwards) 1 early childhood educator per 8 children.

Staff meetings take place to discuss curriculum planning and children's development. Team meetings take place to discuss issues that are fed into leadership team meetings.

Staff also have weekly directed time for professional development.

Regular staff development is available to all staff provided through internal and external sessions. The school/centre's budget includes an allocation towards staff development.

School/centre staff work in partnership with local families and other professionals in the development of the school/centre.

All staff work as part of an effective team in order to provide quality education with care for the children and families of the Children's Centre reach area.

The school/centre follows Liverpool City Council equal opportunities policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups or sexual orientation. This is reflected in the advertisement of jobs, application forms and shortlisting/interview process.

### Policy Review

This policy was reviewed by a group of five Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 1<sup>st</sup> October 2019 and ratified at the Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 10<sup>th</sup> October 2019.