



Staffing and employment policy

This policy will be reviewed on an annual basis

Statement of intent

We provide a playworker to child ratio in line with the Early Years foundation stage welfare requirements ensuring that children have sufficient individual attention and to guarantee care and education of a high quality. Our playworkers are appropriately qualified and we undertake the Disclosure Barring Scheme (DBS) in accordance with welfare requirements.

Aims

To employ playworkers who are suitable, passionate and dedicated to their profession. All playworkers will receive appropriate training to deliver quality consistent childcare and education.

Methods

- To meet this aim, we use the following ratios of adult to child:
 - children aged four - eight years of age: a minimum of 1 adult: 8 children.
- A minimum of two playworkers are on duty at any one time.
- We use a key person system to ensure that each reception child has a named keyworker with whom to form an attachment with, and liaise with parents/carers for the child's well-being and development at the club.
- We hold regular playworker meetings to undertake curriculum planning and to discuss children's progress, their achievements and any behaviour management issues.
- We work towards offering equality of opportunity by using non-discriminatory procedures for playworkers recruitment and selection.
- All playworkers have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the diverse community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Kidz Star Club manager holds a Play work Level 3 qualification. And we aim for 50% of all other playworkers are qualified to a minimum of level 2.
- We provide regular in-service training to all playworkers -through external agencies.
- Our setting budget allocates resources to training.
- We provide a playworkers induction training on the first day of employment.

- We support playworkers by holding termly supervisory meetings and annual appraisals.
- We are committed to recruiting, appointing and employing playworkers in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure Barring Scheme for playworkers and volunteers who will have substantial access to children.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 9th October 2025

Signed on behalf of the Management Trustee Directors



Role of signatory (e.g. chair etc.)

Chair

Commenced 4.7.11 - Revised 31.10.2025