



Little Foresters Crèche Staff Admissions Policy

Staffing Ratio

1 member of staff to 3 children under 2

1 member of staff to 4 children aged 2

1 member of staff to 8 children aged 3

No more than 12 children under 3 will be in the crèche at any one time. Maximum of 16 if children are over 3.

If a vacancy arises, advertisements are placed in the school, in the community and in the local job centre.

Members of the FCC Management group and the FCC Manager will shortlist and the interview candidates.

The group will appoint the best person for the position.

Appointed people will be given a job description by Newport City Council and will be expected to implement the group's policies. The new member undertakes a 6 month probation period.

The Manager ensures that all new members of staff have been approved by C.R.B. (enhanced disclosure) and have submitted a declaration of health and character. No member of staff will start duties until a disclosure is received.

An induction process will take place between the new member of staff and the group Supervisor.