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**STAFFING ;TRAINING ; WORK PLACEMENT & VOLUNTEER POLICY**

**STAFFING AND TRAINING POLICY**

A high adult: child ratio is essential in providing good quality Pre-school care.

• We have at least one member of staff to SIX children.

• Staff honour the confidentiality of information relating to children and adults, unless disclosure is required by law, or is in the best interests of the child.

• Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.

• We work towards an Equal Opportunities Employment Policy.

• Staff training meets all regulatory requirements. In addition, we aim to ensure that at least half of our staff hold Level 5 FETAC Childcare or an equivalent qualification, and all staff hold FETAC Level 6 Childcare Management.

• Regular in-service training is available to all staff, both paid and volunteer members.

• Our pre-school's budget includes an allocation towards training costs.

• All staff are aware of Pre-school’s Policies and Procedures and adhere to them. All staff have a job description, and perform their duties to the best of their abilities.

• 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.

**WORK PLACEMENT POLICY**

We recognise that the quality and variety of work which goes on at Pre-school makes it an ideal place for people to attend as a work placement for those studying childcare courses.

In co-operation with educational providers, we welcome work placements where :

• The needs of the children are paramount. Work placement people will not be admitted in numbers, which hinder the essential work of the Pre-school.

• Those on work placement must be engaged in bona fide early years’ training, which provides necessary background understanding of children's development and activities.

• Any information gained on work placement about the children, families or other adults in the Pre-school must remain confidential.

• Those on Work placement will not have unrestricted access to children.

• Staff will be helpful and supportive towards those on work placement , and will assist them as much as possible.

**VOLUNTEER POLICY**

We recognise that the quality and variety of work which goes on at Pre-school makes it an ideal place for people to attend as a volunteer. To work as a volunteer at Úlla Beag the following Criteria must be met:

* Garda Vetted
* 2 references at least one in relation to childcare.
* Parent of a child attending Úlla Beag
  + Or
* Looking to gain work experience while starting or attending a childcare course.
* First Aid Certification is a bonus.

We welcome volunteers where :

* The needs of the children are paramount. Volunteers will not be admitted in numbers, which hinder the essential work of the Pre-school.
* Volunteers must be a parent of a child attending Úlla Beag or engaged in bona fide early years’ training, which provides necessary background understanding of children's development and activities.
* Volunteer must have 3- 4 years experience working or caring for children
* Any information gained on work placement about the children, families or other adults in the Pre-school must remain confidential.
* Volunteers will not have unrestricted access to children.
* • Staff will be helpful and supportive towards those on work placement , and will assist them as much as possible.