

**STAFF AND EMPLOYMENT
POLICY and PROCEDURE**

The Provision:

- will adhere to CSSIW standards and regulations in relation to staff qualifications
- will adhere to CSSIW standards and regulations adult/child ratios
- will undertake regular staff supervisions and appraisals. Appraisal will take place for all staff at least annually
- will ensure staff attend regular training and will have a commitment to Continuing Personal Development
- the recruiting, appointing and employing of staff will be adhered to in line with all relevant legislation and the provisions equal opportunities policy – including a 3 months probationary period.
- the budget should include an allocation towards training costs.
- parents/carers and volunteers will be encouraged to take advantage of training opportunities

Signed:Date:.....