

Staffing and Employment Policy

Policy Statement: We provide a staffing ratio in line with the requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

EYFS key themes and commitments

| A unique child | Positive Relationships | Enabling Environment | Learning and Development |
|------------------|------------------------|-----------------------|--------------------------|
| 1.3 Keeping safe | 2.4 Key person | 3.4 The wider context | |

Procedures:

- To meet this aim we use the following ratios of adult to child:
 - children under two ages of age: 1 adult : 3 children;
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three - seven years of age 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We hold regular team meetings to undertake planning to discuss child's progress, their achievements and any difficulties that may arise from time to time.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious beliefs, ethnic origin or sexual orientation. Applicants

will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular demonstrating that checks have been done, including the date and number of the enhanced CRB check.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.

Training and staff development

- Our setting leader and deputy hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our setting budget allocates resources for training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced with an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Managing staff absences and contingency plans for emergencies

- In term time only settings, our staff take holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the pre-school leader and chair of the committee with sufficient notice.

- inducts new staff and Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:
 1. In the case of illness of self or their child or absence for any other reason staff must telephone the pre-school leader on her home number by 7.30a.m.
 2. Pre-school leader will ring round the members of staff not working that day.
 3. Failure to find a member of staff able to help out will result in the staff asking for a parent to help out before opening up.
- We have a written induction plan for all new staff, which includes the following:
 1. Introduction to all staff and volunteers, including management committee members.
 2. Familiarising with the building, health and safety and fire procedures.
 3. Ensuring our policies and procedures have been read and are carried out.
 4. Introduction to parents, especially parents of allocated key children where appropriate.
 5. Familiarising them with confidential information where applicable in relation to any key children.
 6. Details of the tasks and daily routines to be completed.
- The induction period last two weeks. The pre-school leader inducts new staff and volunteers. The chairperson inducts new pre-school leader.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

This policy was adopted at a meeting of Wilsden Pre-school

Held on

Signed on behalf of the management committee.....

Revised October 2009