



STAFFING & EMPLOYMENT POLICY

Statement of Intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through Capita in accordance with Ofsted's requirements, DBS' will be rechecked at least every 3 years and staff will be asked to sign annually that no criminal charges have been brought that may affect their position.

Methods

Staff are deployed effectively within the premises to ensure the safety, welfare and development of children

There are two named deputies who are able to take charge in the absence of the leader

The group size never exceeds 26

- We use the following minimum ratios of adult to child;
Children aged two years: 1 adult : 4 children
Children aged three – five years: 1 adult : 8 children
We generally aim for a ratio of: 1 adult : 5 children
- We use a keyperson system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- All staff have a job description which set out their roles and responsibilities.

Information about staff & volunteers

- We use Ofsted guidelines on obtaining references and criminal record checks through Capita for staff and volunteers
- Individual records are kept on the premises containing the names and addresses of staff members, volunteers & committee members. This also includes information about recruitment, training & qualifications. This information is kept securely.

Training & Qualifications

- The Pre-school Manager needs, as a minimum, an NVQ level 3 in Early Years or an equivalent qualification
- The deputies must hold at least an NVQ 3 or equivalent
- All staff must hold or be working towards qualifications appropriate for their position in the group
- Regular in-service training is available to all staff, both paid or volunteers
- The pre-school budget allocates resources to training
- Training opportunities are discussed and all staff are encouraged to pursue appropriate courses. Staff are required to have a training and development plan, which is review regularly.
- Core Training must be completed by all staff – Paediatric First Aid, Food Hygiene, Safeguarding,
- We have a volunteer leaflet to guide volunteers about daily procedures.

Recruitment

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice, as laid out in the Equality of Opportunities policy
- 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 belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

Staff Induction

- Staff induction training begins in the first week of employment & is completed as soon as possible. This induction includes Health & Safety and Safeguarding
- A checklist ensures that all areas of induction are completed
- All new members of staff will be given a set of pre-school policies to become familiar with and they will take part in a fire drill in their first term.
- An EY2 form will be completed for Ofsted and the DBS check with Capita
- Relevant training will be discussed and organised
- All new staff will be allocated a mentor for support and guidance
- A staff contract will be signed by both parties at the end of a satisfactory six month trial period.

Staff sickness

- If a staff member is ill, the Pre-school Manager should be notified as soon as possible. The Pre-school Manager will arrange cover if necessary. If child ratios cannot be maintained, the pre-school will close for that session. At least half the members of staff must be qualified at each session.