



# Staffing and Employment Policy

Date reviewed: 15.09.2022

## Policy statement

We believe that a high adult/child ratio and, effective staff recruitment and training are essential in providing good quality Pre-school care and education. We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of high quality. Our staff are appropriately qualified or working towards appropriate qualifications.

## Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Services (DBS) in accordance with statutory requirements.

## Policy statement

We provide an induction for all staff and volunteers, to fully brief them about the Pre-school, the families we serve, our policies and procedures, curriculum, and daily practice.

## Procedures

### Ratios

- To meet this aim, we use the following minimum ratios of adults to children:
  - Children aged two years of age: 1 adult: 4 children
  - Children aged three years of age and above: 1 adult: 8 children
- Where financially viable for us to do so, the Early Years Alliance staff ratio guidelines are adhered to:
  - Children aged two years of age: 1 adult: 4 children
  - Children aged three years of age and above: 1 adult: 6 children
- At least one member of staff holds a full and relevant level 3 qualification.
- At least half of all other staff holds a full level 2 qualification.
- The number of children for each keyworker considers the individual needs of children and the capacity of the individual keyworker to manage their cohort.
- We only include 17 years or older within our ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers (aged 17 or over), and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.
- A minimum of three staff/adults are on duty at any one time; one of whom is either our Practice Manager or Deputy.
- Our Practice Manager deploys our staff, students, and volunteers to give adequate supervision of indoor and outdoor areas ensuring that the children are always within sight or always hearing of staff.
- In open plan provision, staff are positioned in areas of the room and outdoors to supervise children and to support their learning.
- All staff are deployed according to the needs of the setting and the children attending.
- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.
- Staff plan their focus-led activities
- Staff inform colleagues if they must leave the room for any reason.
- There are generally two members of staff outside in the garden when it is being used, one of whom supervises climbing equipment that has been put out.

- The setting manager may direct other members of staff to join those outside if the numbers of children warrant additional staff.
- Staff always focus their attention on the children whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.
- Staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient staff are available during whole group sessions to engage children.
- We assign each child a key worker to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The Key Person plans with parents for the child's well-being and development in the Pre-school. The Key Person meets with the family formally (once a year) for discussion and consultation on their child's progress and offers support in guiding their development at home.
- Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared times and friendship.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements, and any difficulties that may arise from time to time.
- Staff supervisions are held half-termly.

#### **Staff children**

- Where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.
- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the setting manager.
- Where it is agreed that a member of staff's child attends the setting, it is subject to the following:
  - the child is treated by the parent and all staff as any other child would be
  - the child will not be in the parent's key group of children
  - the key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the setting
  - the key person will take responsibility for the child's needs throughout the day unless the child is sick or severely distressed
  - the situation is reviewed as required, to ensure that the needs of the child are being met and that the parent can fulfil his/her role as a member of the staff

If it is the setting manager's child, then their line manager ensures the criteria above are met

#### **Vetting and Staff Selection**

- We have a Recruitment and Selection policy and procedure that complies with current legislation, and Ofsted regulations, and has regard to the local Safeguarding Children Board advice and procedures.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our staff have job descriptions, which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marriage or civil partnership, disability, sex, age, gender reassignment,

pregnancy and maternity, race, religion or belief, or sexual orientation. We will not place applicants at a disadvantage by imposing conditions or requirements that are not justifiable.

- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal record check with the barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- Where an individual is subscribed to the DBS Update Service, we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to the employment of our staff and volunteers; those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check, and unique reference number from the DBS certificate, along with details of our suitability decision.
- We require that all our staff and volunteers keep their DBS check up to date by subscribing to the DBS Update Service throughout the duration of their employment with Hanslope Pre-school.
- Our staff are expected to disclose any convictions, cautions, court orders, reprimands, and warnings that may affect their suitability to work with children – whether received before or at any time during their employment with us.
- We obtain consent from our staff and volunteers to carry out ongoing status checks of the Update Service to establish that their DBS certificate is up to date for the duration of their employment with us.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of the children. In the event of disqualification, the person's employment will be terminated.

#### ***Notifying Ofsted of Changes***

- We inform Ofsted of any changes to Our Registered Person, Chairperson, our provision, and our Practice Manager.

#### ***Training and staff development***

- Our Practice Manager and Deputy hold the CACHE Level 3 Diploma in the Children's and Young People's Workforce or an equivalent, qualification, and a minimum of half of our staff hold the CACHE Level 2 Certificate in the Children's and Young People's Workforce or an equivalent or higher qualification.
- We provide the opportunity for regular in-service training to all our staff whether paid staff or volunteers- through the Early Years Alliance and external agencies.
- Our budget allocates resources to training.
- We provide staff with induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection and Safeguarding Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff, and identify their ongoing training and development needs, by holding regular supervision meetings and an annual appraisal.
- We are committed to recruiting, appointing, and employing staff in accordance with all relevant legislation and best practice.

#### ***Staff taking medication/other substances***

- If a member of staff is taking medication that may affect their ability to care for children, we ensure that they seek further medical advice. Our Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and always kept out of reach of the children.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

#### ***Managing staff absences and contingency plans for emergencies***

- Our staff take their holiday breaks when the Pre-school is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed upon with the Practice Manager or the Chairperson with sufficient notice.
- Where our staff are unwell and take sick leave in accordance with their contract of employment, our Practice Manager organises cover to ensure ratios are maintained.
- Sick leave is monitored, and action is taken where necessary in accordance with the contract of employment.
- We maintain a list of emergency relief staff that can be called on at short notice to cover staff absences.

**Induction of staff and volunteers**

- We have a written induction plan for all new staff which includes the following:
  - Introductions to all staff and volunteers, including committee members
  - Familiarisation with the building, health and safety, and the fire and evacuation procedures
  - Ensuring all our policies and procedures have been read and adhered to
  - Introduction to parents, especially parents of allocated key children where appropriate
  - Familiarisation with confidential information in relation to any key children
  - Details of the tasks and daily routines to be completed
- The Practice Manager inducts new staff and volunteers. The Chairperson or another senior committee officer will induct a new Practice Manager.
- 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.
- Following induction, we continue to support our staff to deliver high-quality performance through regular supervision and appraisal of their work.

This policy was reviewed by Hanslope Pre-school on 15<sup>th</sup> September 2022

Date to be reviewed 15<sup>th</sup> September 2023

Signed on behalf of Hanslope Pre-school

...B. Mudaliar.....

By Brittany Mudaliar

Chairperson on 05/10/2022