



## **POLICIES AND PROCEDURES**

### **Employment and Staffing**

**(includes vetting, deployment, training and contingency for absence)**

#### **Policy statement**

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage (EYFS) 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 obtain criminal records checks through the Disclosure and Barring Service and carry out other identity and suitability checks in accordance with statutory requirements and our commitment to safeguarding.

#### **Procedures**

##### *Ratios*

- In line with the Statutory framework for the EYFS we use the following ratios of adult to children:
  - children aged two years of age: 1 adult : 4 children; and
  - children aged three to five years of age: 1 adult : 8 children.
  - One member of staff must be qualified to Level 3 and at least half of the other staff included in the ratio must be qualified to Level 2.
- It is our aim to provide a higher ratio of adults to children whenever possible to give a higher standard of care.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach 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 staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

##### *Vetting and staff selection*

- We are committed to equal opportunities and use non-discriminatory procedures for staff recruitment and selection.
- All staff have Job Descriptions which set out their 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 belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We obtain references and enhanced criminal record checks through the Disclosure and Barring Service for all staff and for volunteers who may have unsupervised access to children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including who obtained the enhanced DBS check and its date and number. For all staff and volunteers recruited to work at the setting, checks on qualifications (if relevant) and identity are performed, and at least two satisfactory references are obtained and followed up with a phone call to check the referee's authenticity and to discuss any issues indicated by the information they provided. The details of these checks are recorded in the employee's file.
- We ensure that at least one member of staff with responsibility for recruitment has been trained in 'Safer Recruitment' practices.

#### *Changes to staff*

- We inform Ofsted of any changes in the 'nominated person', the trustees and the Manager responsible for our setting.

#### *Qualifications, Training and Staff development*

- We recruit staff who are suitably qualified and/or highly experienced in childcare.
- We provide regular training to all staff through external agencies, and ensure that all volunteers are equipped with procedural information and training in line with their work.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan (kept in staff file in filing cabinet).
- 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*

- Our staff take their holiday breaks when the setting is closed. All holidays taken during term time are unpaid and must be agreed by the management committee.
- Where staff need to take time off for any reason other than sick leave, this is agreed with the Manager with sufficient notice. The Manager should agree this with the Chair of the Management committee.
- 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:

Staff telephone the Manager (or Deputy Manager in their absence) as soon as the absence is necessary. If the Manager is unwell / absent they must first telephone the Deputy Manager so that they can organise cover, then wherever possible email the Chair and Treasurer of the Management Committee a brief note about their absence.

Cover staff are telephoned to cover the absence. The setting keeps contact details of cover staff and volunteers (each having DBS checks).

The Manager should keep records of all sick leave taken and check to ensure that timesheets accurately reflect all unpaid absences.

This policy was approved at a staff meeting held on

This policy was adopted at a meeting of the Pre School Management Committee held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
Leann Atkinson  
\_\_\_\_\_  
Chair  
\_\_\_\_\_