

## **Staffing and Employment Policy**

### **Policy Statement**

We provide a staffing ratio in line with the Welfare 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 an enhanced disclosure and barring check (DBS) in accordance with statutory requirements.

### **Aim**

To ensure that children below school age and their parents are offered high quality early years care and education.

### **Procedures**

#### ***Ratios***

- To meet this aim we use the following ratios of adult to child:
  - children aged two years of age: 1 adult : 4 children; and
  - children aged three to 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 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 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 belief, 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 disclosure and barring service (DBS) check 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 those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

### ***Changes to staff***

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

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

- Our setting leader holds the CACHE NVQ/Diploma Level 3 in early years 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 – paid staff and volunteers as required - through the Pre-school Learning Alliance and external agencies.
- Our setting budget allocates resources to 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 within 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***

- Our staff take their 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 leader with sufficient notice.

- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.

We have contingency plans to cover staff absences, as follows:

- Call in another member of staff who is not normally working that day; and/or
  - Request committee help.
  - In extreme circumstances, where it is not possible to maintain ratios, it may be necessary to close the setting.
- We have a separate Emergency Closure policy for action to take when the setting has to close at short notice

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**Reviewed by:**

Vickie Smith, Co-Chair 02/09/2018

Alice Bettoney, Treasurer 02/09/2018

Date of next review 02/10/2019