

Employment

Employment and staffing

(Including vetting, contingency plans, training and development)



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 the Criminal Records Bureau in accordance with statutory requirements.

Procedures

Ratios

- To meet this aim we use the following ratios of adult to children:
 - children under two years of age: 1 adult : 3 children;
 - 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 the Disclosure and Barring service check (DBS) 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.
- The EYFS states that 'Providers must meet their responsibilities under the Safeguarding Vulnerable Act 2006', we do this by:
 1. Checking suitability of anyone working or volunteering with children
 2. Notify of any concerns or changes in circumstances
 3. Respond to requests for information about an individual
 4. Not to employ anyone on a barred list
 5. Not leaving anyone working with children unsupervised until checks have been completed.
 6. Refer any convictions or behaviour outside the workplace that would indicate unsuitability
 7. Refer any changes to CRB/DBS history
 8. Inform the Independent Barring Board if permission is withdrawn to engage in the activity, or if we do not withdraw permission, but would have done so if the individual had not otherwise ceased to engage in the activity. E.g. suspension or ceasing employment due to concerns about behaviour. This action is also taken if the person leaves their employment before any action has been taken.

Information will be provided to the Disclosure and Barring Board (DBS) if the Safeguarding Vulnerable Group Act lists this conduct in Schedule 3: Conduct identified in Schedule 3 Paragraph 4 of the safeguarding Vulnerable Groups Act 2006):

- If conduct endangers a child or is likely to do so
- Conduct involving sexual materials relating to children (including possession of such material)
- Conduct involving sexual explicit images depicting violence against human beings (including possession of such material)
- Conduct of a sexual nature involving a child, if it appears to DBS that the conduct is inappropriate.

Ofsted and the Local Authority Designated Officer (LADO) would also be informed.

- 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. (See also Recruitment and Retention Policy).

Changes to staff

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

Training and staff development

- Our setting Manager is an Early Years Professional and holds a BA Hons and Foundation Degree in Early Years Practice, the deputy holds the City and Guilds Level 3 Diploma in Pre-school Practice along with 3 other members of staff. One assistant holds a BTEC Level 3 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 to training.
- We provide staff induction training in the first week of employment and further meetings take place over the following 6 months. 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.
- 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 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 manager 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.
- 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 inform the Pre-School Manager at the earliest opportunity to inform of sickness absence. The Pre-School Manager will contact cover, from the staff cover list displayed in

the staff area, the Chairperson will be informed if cover cannot be arranged, and plans will be made to ensure the correct staff ratio's are in place.

This policy was adopted at a meeting of
Held on

Little Explorers Pre-School

Date to be reviewed

Signed on behalf of the management

committee

Name of signatory

Role of signatory (Chairperson)

Chairperson