

EMPLOYMENT

(including vetting, contingency plans, training and development)

Policy statement

We provide a staffing ratio in line with the Statutory Framework for the Early Years Foundation Stage (2017) 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 Disclosure and Barring Service (formally known as 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 aged two years of age: 1 adult : 4 children
 - Children aged three to seven years of age: 1 adult : 8 children
- A minimum of two staff 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

Advertisements will state that the position is subject to Disclosure and Barring Service (DBS) enhanced disclosure and that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as "spent" under the Act.

In line with the Early Years Foundation Stage statutory requirements applications will only be sought from persons over the age of 17 years.

Procedures

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience will be detailed. A job description and person specification will also be sent, which will outline the responsibilities of the role, along with a copy of this policy and our safeguarding child protection 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 beliefs, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.
- Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications. The interview will explore a candidate's suitability for the post. Face to face interviews will be conducted by the Pre-school Leader and a member of the management committee who have completed safer recruitment training.
- The successful candidate will be required to complete a DBS form and health declaration prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will

NOT be left unsupervised with children within the pre-school and a written risk assessment will be completed.

- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date, number and where the enhanced DBS check was obtained.

Changes to staff

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

Training and staff development

- Our setting leader and deputy hold a full and relevant NVQ 3 qualification in Childcare and Education (as defined by the Children's Workforce Development Council (CWDC). A minimum of half of our staff hold a full and relevant NVQ 2 qualification in Childcare and Education (as defined by CWDC).
- We provide regular in-service training to all staff – whether paid staff or volunteers.
- 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 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 which provide opportunities for staff to discuss any issues, particularly concerning children's development of well-being, including child protection concerns. We identify solutions to address issues as they arise as well as giving coaching to improve staff's personal effectiveness. We also support the work of our staff by holding appraisals.
- 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 which may affect their ability to care for children, we ensure that they seek further medical advice. 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 kept out of reach of the children at all times.
- 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

- In term time setting, 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, using bank staff and/or committee members.

April 2018
This policy was adopted on: _____
April 2019
Date to be reviewed: _____
Signed on behalf of the Committee: <u>Lucy Fairchild</u>

Changes made **Y**/N

