**STAFFING AND EMPLOYMENT POLICY**

**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. All of our core staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.**

**In our pre-school:**

* We have a least one member of staff to each eight children, and more if there are younger children present. The required ratios are as follows:
  + children aged 2 years of age: 1 adult : 5 children
  + children aged 3 to 7 years of age: 1 adult : 8 children

* A minimum of two staff/adults are on duty at any one time.

* Staff are never left alone with the children until they have had a Disclosure and Barring Service check; and all children must always be within sight and hearing of a checked person.

* Visitors, students and volunteers will never be left alone with the children.

* 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 robust but 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 Disclosure and Barring Service checks for staff and volunteers who will have unsupervised access to children.

* Staff (usually the management) interviewing potential new staff will have completed the

‘safer recruitment’ training program.

* 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 core staff have the minimum qualification NVQ 3 in Early Years Care and Education or equivalent (such as the Diploma in Early Years Educator), or else are training towards it.
* We provide staff induction training from the first day of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. Other policies and procedures will be introduced within an Induction Plan. This Induction Plan, when complete, will be signed and kept in the staff file.

* Regular training is available to all staff, both paid and volunteer members.

* Our pre-school’s budget includes a payment towards training costs.

* We support the work of our staff by means of regular supervision meetings.

* 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 generally take their holiday breaks when the setting is closed. Where staff need to take time off for any reason other than sick leave or training, this is agreed with the setting manager and management committee, 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 :
  + extra part-time staff that can be called on to cover extra hours
  + our committee members are DBS checked and are approached as to their availability in preparation for any emergency

# Assessing continued suitability for role

* Staff are expected to inform us without delay if there is a change in their circumstances which may affect their suitability to work with children. This includes any convictions, cautions, court orders, reprimands, warnings or they are living in a household with anyone has been disqualified from working with children. They are also required to sign a declaration to this effect.

* Should a member of staff be thought unsuitable, this information will be shared immediately with the Local Authority Designated Officer (LADO) on 01872 326536, with the D.B.S. on 03000 200 190 and with Ofsted on **0300 123 4666** within 14 days.

* Staff are expected to inform us immediately if they are living in a household with anyone who has been disqualified from working with children.

* Staff are expected to inform us without delay of any health issues which may affect their suitability to work with children. They are also required to complete a health declaration.

* If staff are prescribed medication which may affect their ability to care for children, then they need to notify their line manager of their ongoing suitability. They should seek medical advice and only work with children if this advice confirms the medication is unlikely to impair their ability to care for children.

* Staff medication must be stored securely with their belongings in a locked cupboard.

* Staff are expected to pay due respect to the required dress code, confidentiality, use of mobile phones and social media and to conduct themselves at all times in an appropriate manner.

# EYFS key themes and commitments

|  |  |  |  |
| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and Development** |
| 1.3 Keeping Safe | 2.4 Key person | 3.4 The wider context |  |

Date of next review: September 2024

Signed…………………………………….. Position…………………………… Date…………… Copies of the original signed document are available upon request.