

# 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 Disclosure and Barring Service 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; and
  - Children aged three to school age: 1 adult: 5 children, 1 adult: 8 Children during the lunch period of 11.30am – 12.30pm, allowing for staff lunch breaks and for emergency periods. On occasions where we have our full allocation in a session, 26 children, we will be required to use the statutory ratios of 1 adult: 8 Children for children over three years old.
- 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 both child and parent can form a relationship with, agreeing steps to develop the child's well-being and development in the setting. The key person meets termly with the family for discussion and consultation on their child's progress, or more frequently if required.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements, next steps 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 are asked to sign a 'Non-Discriminatory Declaration' and to read and understand all policies and procedures as part of their staff induction.
- 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 DBS checks through the Disclosure and Barring Service (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.
- 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.
- The Pre-School Book-keeper ensures appropriate records relating to National Insurance Contributions, tax, statutory sick pay and wages are maintained and that wages are paid weekly or monthly at the employee's request.
- The requirements of the minimum wage and working time directives are adhered to with record of wages and working hours recorded.
- We ensure staff are retained by paying appropriate holiday pay and retainers during school closures.

#### Changes to staff

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

#### Training and staff development

- Our setting leader holds a relevant Level 5 qualification and our deputy holds the relevant Level 3 qualification and Level 3 qualifications are held by all our other staff.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Services for Young Children training subscription scheme 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 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. Staff appraisals are held annually and take the form of 'Continuous Professional Development', one to one 15 minute meetings are carried out between individual staff and the Manager, once every term.
- 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

- As a term time only 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 and Chairperson of Committee, with sufficient written 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:

Other staff members are contacted if they are not due in on that session.

We have a list of cover staff, which will then be contacted.

If these are unavailable, members of the committee are called upon to cover.
- Absences which are due to Maternity, Paternity, Adoption, Parental and Shared Parental leave will follow the current guidelines as set out by the Government, this can be found on the Direct.Gov Website.

### Recruitment of Staff procedures

- Recruitment is open and available to all, regardless of race, ethnicity, religion, marital status, family commitments or disability.
- Vacancies are advertised via the local newspapers, job centres, HCC Early Years website and in the community centre in which we are situated.
- We give each candidate an application form to fill out and return by a specific date
- We short list each candidate using qualifications and hours required.
- A selection process is carried out on who to call up for an interview.
- Applicants attend an interview which is carried out by Chairperson, Manager and Deputy.
- All candidates, successful or otherwise, are informed by letter.
- Any candidate successful is asked to attend a stay and play within the preschool setting.
- References and DBS checks are carried out.
- There is an agreed probationary period during which time checks are completed and staff inductions take place.
- Staff resignations are requested in writing with at least one week's notice unless in cases of serious misconduct or conflict within the pre-school.
- Exit interviews are held and recorded to assess reasons for leaving and to analyse and address any short-comings which may be identified.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

<b>Date reviewed</b>	<b>Amendments (if any)</b> <b>Signature</b>