

## **STAFFING AND EMPLOYMENT POLICY**

### **Statement of intent**

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and checked for criminal records through the Disclosure and Barring Service (DBS) checks (previously CRB checks) in accordance with Ofsted's requirements.

### **Aims**

To ensure that children and their parents are offered high quality pre-school care and education.

### **Methods**

To meet this aim we use the following ratios of adults to children:

- children aged two years of age: 1 adult to 4 children
- children aged three to four years of age: 1 adult to 8 children

A minimum of two staff is on duty at any one time. We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation. We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties, which may arise from time to time.

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. 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 us 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 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 date & number of the enhanced DBS check.

### **Training and Staff Development**

All our staff have been issued with job descriptions which set out their roles and responsibilities. Our pre-school leader is qualified to NVQ Level 5 and the deputy holds a Level 3 in Pre-school Practice or an equivalent qualification. All of our staff hold a minimum of the NVQ level 3 in Pre-school Practice or an equivalent.

We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance, Education Leeds and other external agencies. Our pre-school budget allocates resources to training.

We provide staff induction training in the first week of employment. This induction covers our Health and Safety Policy, Safeguarding Children 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.

Volunteers and students all work under supervision, except where they have police and health checks in place, have satisfactory references, and have worked through a period of supervision. School children on work experience always work under supervision.

### **Changes to staff**

We inform OFSTED of any changes in the person(s) responsible for our setting.

### **Managing absences and contingency plans for emergencies**

Our staff takes 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 Committee and the pre-school 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. Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.

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