



Employment, Safer Recruitment and Staffing

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. See Safer Recruitment

Procedures

Ratios and deployment

We use the following ratios of adult to children:
children aged two years of age: 1 adult : 4 children
children aged three to five years of age: 1 adult : 8 children

Only those over the age of 17 maybe included in ratios (under 17s must be supervised at all times). Long term placement and volunteers 17 or over and apprentices 16 or over, may be included in ratio, if the setting manager/director are confident they are competent and responsible.

A minimum of two qualified staff are on duty at any one time. Children are always in sight or hearing of staff members of all times.

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/carers 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 also assign a buddy to support the child so they have support in every session they attend. (please see staff board above reception desk for list of staff and key children)

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.

We have a named deputy who is capable and qualified to take charge in the manager's absence. (see our staff board)

Qualifications

The manager of our setting holds a relevant Level 3 qualification and at least half of all other staff are qualified to at least Level 2.

All staff are paediatric first aid trainer and this training is updated as needed.

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 DBS checks for staff and volunteers who will have unsupervised access to children.
- We keep all records relating to employment of staff and volunteers. We record information about staff qualifications, ID checks and DBS reference numbers, dates obtained and by who obtained it.

Changes to staff

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

Training and staff development

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 is ongoing for six months. This induction includes our Health and Safety Policy, 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 our setting, our staff take their holiday breaks where possible 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 of the setting 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: - Committee members, bank staff, parent helpers.

Safer Recruitment

Our procedure for recruitment is as follows:

- We only use reputable newspapers and the job centre website when advertising any vacancies.
- All applicants will be required to complete an application form ensuring that they provide a full employment history and will then receive a letter from the preschool stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview applicants will be asked to prove:
 - 1) Their identity (passport or photocard driver's license)
 - 2) Relevant qualifications (certificates)
 - 3) Eligibility to work in the UK (official paperwork)
 - 4) Their criminal history (disclosing anything that will show up on a DBS)
 - 5) Detailed enquiries will also be made regarding any gaps in their employment
 - 6) Ensure that the applicant or anyone who lives in the same household as the applicant have not be disqualified to work with children under 8 years old as per DfE guidelines Feb 2015

The preschool director and manager will be present at all interviews although the final decision regarding employment will remain with the director at all times. The director of the preschool has completed safer recruitment training. If it comes to our attention a person is disqualified from working with children, we will not employ them in our setting. If we become aware of any relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of the children in the setting.

Starting work

The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references, one of which should be from their current employer and an enhanced DBS check.

New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their enhanced DBS check comes back clear. To start work before a DBS certificate is available, a separated barred list check should be obtained.

New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss the preschool policies and procedures and receive a mentor who will introduce them to the way in which the preschool operates.

Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.

All staff will attend an annual 'ongoing suitability interview' during their yearly appraisal and are responsible for notifying the setting manager, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the preschool. Plus any allegations of serious harm or abuse or abuse by any person living working or looking after children at the setting. Also if anyone living at the same address has been. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale. We will notify Ofsted of any of these allegations as soon as possible but within 14 days of the allegations being made or as soon as we are notified.

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management.
 - Familiarising them with the building, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts six months. The Manager or Director inducts new staff and volunteers. The Director inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

Staff DBS checks will be reviewed every 4 years.

This policy was adopted at a meeting of (name of setting)

Held on (date)

Date to be reviewed date

Signed by

Name of Signatory

Role of Signatory (ie manager)