



Employment

Employment and Staffing

(Including vetting, contingency plans, induction, training and development)

Policy Statement

Cricklade Pre-School Playgroup staff, including assistants, bank staff and students (where eligible to be counted in ratios) are deployed to meet the learning needs of children and to always ensure their safety, well-being and that children have sufficient individual attention to guarantee care and education of a high quality. **There are effective systems in place to ensure that adults looking after children are suitable to do so.**

Our staff members are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Cricklade Pre-School Playgroup provides a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage.

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

- children aged two years of age: 1 adult: 5 children; and
- children aged three to seven – 1 adult: 8 children.

At Cricklade Pre-School we generally work to a ratio of 1 adult: 6 children however at busy periods this can go up to the statutory ratios.

- Only those staff aged 17 or over are included in ratios. Staff working as apprentices (aged 16 or over) may be included in the ratios if the setting manager is satisfied that they are competent and responsible. Except in the cases of apprentices, only those aged 17 and over may be included in the ratios and only if the setting manager is satisfied, they are suitable, (staff under 17 should be supervised at all times).
- All our staff are Paediatric First Aid trained and at least one member of staff will be present and within sight and sound of children at mealtimes (where possible the staff member will be sat facing the children).
- 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 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.

All staff are deployed according to the needs of the setting and the children attending:

- In open plan provision, staff are positioned in areas of the room and outdoors to supervise children and to support their learning.

- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.
- Staff plan their focus on activities.
- Staff inform colleagues if they must leave the room for any reason.
- There are two members of staff outside in the garden when it is being used, one of whom supervises climbing equipment that has been put out.
- The setting manager may direct other members of staff to join those outside, if the numbers of children warrant additional staff.
- Staff always focus their attention on the children whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.
- Staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient staff are available at story times to engage children.
- Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared times and friendship.

Staff children

- Where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.
- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the setting manager.
- Where it is agreed that a member of staff's child attends the setting, it is subject to the following:
 - the child is treated by the parent and all staff as any other child would be
 - the child will not be in the parent/carers key group of children
 - the key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the setting
 - the key person will take responsibility for the child's needs throughout the day, unless the child is sick or severely distressed
 - the situation is reviewed as required, to ensure that the needs of the child are being met, and that the parent/carer can fulfil their role as a member of staff

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 criminal and other record checks through the Disclosure and Barring Service for staff and volunteers who will have

access to the children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

- We keep all records relating to employment of staff, **assistants**, students and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check. **If any caution or convictions appear or are disclosed then the DfE statutory guidance is followed.**

Changes to staff

- We inform Ofsted of any changes in the persons responsible for our setting, whether staff members or volunteers making up the Management Committee.

Induction of Staff, Assistants, Volunteers, Students and Managers

We provide an induction plan for all staff, assistants, students, volunteers and managers in order to fully brief them about the pre-school, the families we serve, curriculum and daily practice.

Staff induction training takes place in the first week of employment. The pre-school manager inducts new staff and volunteers. The Chair inducts a new Pre-School Manager.

Our induction plan includes:

- **Introductions to all staff and volunteers, including management committee members.**
- **Familiarising with the building, health and safety and fire procedures.**
- **Details of the tasks and daily routines to be completed.**
- **All policies including our Health and Safety Policy, Confidentiality Policy and Safeguarding Children and Child Protection Policies.**

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.

Training and staff development

- All staff must hold the relevant qualification for their position at preschool.
- We provide regular in-service training to all staff.
- Pre-school's budget allocates resources to training.
- 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

- Our staff members take their holiday breaks when the setting is closed. Where staff may need to take extra planned time off, 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.

Legal references

DfE Statutory guidance – Disqualification under the Childcare Act 2006

Protection of Children Act 1999

Safeguarding Vulnerable Groups Act 2006

Childcare Act 2006

Protection of Freedoms Act 2012

Further Guidance

Recruiting Early Years Staff (Alliance Publication)

People Management in the Early Years (Alliance Publication)

Agreed by the committee of Cricklade Pre-School Playgroup