



Edlesborough Under 5's

EMPLOYMENT AND STAFFING POLICY

Statement of Intent

We provide a staffing ratio in line with the Statutory Framework 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. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Aim

To ensure that children attending the pre-school and their parents are offered safe, high quality early years care and education.

Minimum Standards/Quality Processes

- To meet this aim we use the following as a minimum ratio of adult to children:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three to seven years of age: 1 adult : 8 children.
- A minimum of three staff/adults are on duty at any one time.
- Our Pre-school Leader is supported by two Deputy Leaders (one of whom will take charge in the absence of the Leader). Our setting leader holds NNEB level 3 and Higher Level Teaching Award level 4, and our deputies and some staff members hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification, and the majority of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification. Two of our staff are unqualified but undertaking Pre-School Practice training.

- We use a key worker 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 worker aims to meet 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.
- We have in place contingency arrangements – relief staff – to cover for staff absences and emergencies, to ensure the ratios are maintained at all times.
- We notify Ofsted of any changes in the person responsible for our setting.
- We have in place continuing assessment/supervision of all staff to ensure they are fully supported in the work they do with children, identifying training and development needs when required.
- We provide staff induction training in the first week of employment. This induction includes as a minimum our Health and Safety Policy (including fire procedures), Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support staff in improving their education, training and qualifications, in particular those staff with no child care qualifications are encouraged and supported to obtain a level 2 NVQ qualification as a minimum.
- We provide regular in-service training to all staff – whether paid staff or volunteers – through the Pre-school Learning Alliance and external agencies. Our annual budget allocates resources to training.
- All staff have an annual appraisal, to ensure; they are fully supported in their role, their achievements are recognised, they have the opportunity to raise questions/concerns and any training and development needs are identified and addressed.

Recruitment & Staff selection (including statutory checks)

- 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. A number of staff have taken on lead roles for areas such as Safeguarding, Special Education Needs and Health and Safety.
- 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 record checks through the Criminal Records Bureau for staff and volunteers who will have unsupervised access to children, prior to them starting work. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We retain 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 CRB check.
- We follow safe recruitment practices, including ensuring there is a full employment history, evidence of qualifications, identity checks, references and a comprehensive interview.

Managing staff absences

- Our staff take their holiday breaks when the setting is closed (as we run a term time only setting). Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the 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.

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 18 January 2011. It was reviewed, updated and approved by the committee on 31st January 2012.

Date to be reviewed: January 2013

Signed by Chair of Committee Rebecca Newbert