

18a. Staffing and Employment Policy

Statement of intent

It is our intention to meet the Safeguarding and Welfare requirements of the Statutory Framework for the Early Years Foundation Stage ensuring that our staff are appropriately qualified. We carry out checks for criminal and other records through the Data and Barring Service (previously the Criminal Records Bureau), in accordance with statutory requirements.

It is our intention to provide a staffing ratio in line with – or wherever possible above – the requirements of the Statutory Framework for the Early Years Foundation Stage, to ensure that children have sufficient individual attention and to guarantee high-quality care and education.

Aims

To ensure that children below school age and their parents/carers are offered high-quality early years care and education.

Methods

- To meet the minimum statutory requirements of the Statutory Framework for the Early Years Foundation Stage, we use the following ratios of adult to child:
- Children aged two years: 1 adult : 4 children:
 - at least one member of staff holds a full and relevant Level 3 qualification; and
 - at least half of all other staff hold a full and relevant Level 2 qualification.
- Children aged three years and over: 1 adult : 8 children:
 - at least one member of staff holds a full and relevant Level 3 qualification; and
 - at least half of all other staff hold a full and relevant Level 2 qualification.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable Level 6 qualified person is working directly with children aged three and over between the hours of 8 a.m. and 4 p.m. as follows:
 - there is at least one member of staff for every 13 children; and
 - at least one other member of staff holds a full and relevant Level 3 qualification.

It is our aim to wherever possible, keep our staffing ratio of 1 adult to 5 children over 3 years of age.

- A minimum of two staff/adults are on duty at any one time.
- Each child is assigned a key person to help the child become familiar with Welford Pre-school from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person

plans with parents/carers for the child's well-being and development while at Welford Pre-school. The key person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.

- We hold regular staff meetings to undertake planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time, as well as in-house training.
- 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.
- The Welford Pre-school Manager and Deputy will hold a minimum of a Level 3 Early Years Qualification and a minimum of three-quarters of our staff will also hold a Level 3 Early Years Qualification or an equivalent or higher qualification.
- We provide regular in-service training to all staff – whether paid staff or volunteers – through in-house training and external agencies.
- The Welford Pre-school budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes the Health and Safety Policy and Child Protection Policy, and the Staff Behaviour and Code of Conduct Procedure. Other policies and procedures will be introduced and made available for reading as part of an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- At least one member of staff, usually the Manager, and one committee member will undertake 'Safer Recruitment' training.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice using the guidance of Safer Recruitment.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Data 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 the date and number of the enhanced DBS/CRB check.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with

children – whether received before or at any time during their employment with us.

- Staff must not make or receive personal calls on their mobile telephones within Welford Pre-school. In case of emergency, staff can use, or may be contacted on, Welford Pre-school's telephone.

Disqualification

- Where we become aware of any relevant information, which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

Staff taking medication/other substances

- If a member of staff is taking medication that may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Contingency arrangements for staff absences and staff emergencies

- For each session, we aim to have a designated standby member of staff who is also a current member of staff. All committee members are required to have 'enhanced disclosure' checks from the Data and Barring Service/Criminal Records Bureau to allow them to be called on should the need arise.
- We maintain accurate records on the premises to enable us to contact parents/carers should we be unable to provide suitable care due to a staffing crisis.
- Our staff take their holiday breaks when Welford Pre-school is closed. Should staff need to take time off for any reason other than sick leave or training, this is agreed with the Manager with sufficient notice so that cover can be arranged.
- 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 their contract of employment.

Date reviewed	25/02/2021
This policy was adopted at a meeting of Welford Pre-school held on	04/03/2021
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	Chair