

# Employment

## General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or unsupervised access to them, are suitable to do so

## Employment and Staffing

(Including vetting, contingency plans, training and development)

**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 is appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

## Procedures

### *Ratios*

- To meet this aim we use the following ratios of adult to children:
  - children aged two years of age: 1 adult : 4 children; and
  - children aged three to five years of age: 1 adult : 8 children in childcare situations
- A minimum of three staff/adults are on duty at any one time.
- We use a key persons approach to ensure that each child has two named members 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 persons meet regularly with the family for discussion and consultation on their child's progress where appropriate.
- 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.

### ***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 and LA 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. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme and subsequent guidance.
- 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 CRB check. These are kept in a locked and secure place.

### ***Changes to staff***

- We inform the Local Authority and Ofsted of any changes in the person responsible for our setting where relevant.

### ***Training and staff development***

- Our leader has minimum qualification level 4. Our deputy has minimum level qualification NVQ 3. Our leader and Deputy both should be SEN trained. All Pre-School Assistants are qualified to a minimum of NVQ2 in Childcare and Education or their equivalent. We provide regular in-service training to all staff - whether paid staff or volunteers - through the Local Authority and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and 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 the best available staff in accordance with all relevant legislation and best practice.

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

- Our staff takes their holiday breaks when the pre-school is closed. 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. Should the leader need to do this she will arrange her staff cover and inform the Committee Chair and Ofsted Representative.

- Staff contact the leader if they are unwell before 7am in the morning, so 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 the contract of employment.
- We have contingency plans to cover staff absences, as follows:

Where supply is required the leader will arrange for it in good time.