



Staffing, Employment and Induction Policy

Policy Statement - Staffing

We provide a staffing ratio in line with the Safeguarding and 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 Disclosure and Barring Service (DBS) - previously the Criminal Records Bureau (CRB) - in accordance with statutory requirements to ensure that children below school age and their parents are offered high quality early years care and education.

PROCEDURES

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

i. 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

ii. 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

iii. A minimum of two staff / adults are on duty at any one time, however is adapted to meet the needs of the children.

iv. Each child is assigned a key person to help the child become familiar with the setting 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 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 and offers support in guiding their future development at home

v. 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.

Policy Statement - Employment (Including suitability, contingency plans, training and development)

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry our checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements. See Appendix A for information on disqualification.

PROCEDURES

1. Vetting and staff selection

- i. We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- ii. All staff have job descriptions, which set out their staff roles and responsibilities.
- iii. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- iv. We use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS 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.
- v. 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.
- vi. 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.

2. 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. (See Appendix A)

3. Changes to staff

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

3. Staff Dress Code

- i. Staff will be provided with a logo polo shirt and sweatshirt/jacket.
- ii. Trousers, skirts and shorts should be navy blue or black.
- iii. Skirts and shorts should be knee length.
- iv. Shoes should cover the toes for safety. Sandals are not permitted. Heels should be low level but, preferably, flat.
- v. Hair if long should be tied back whilst in session and/or preparing snack. No fluorescent hair colours without prior consent from the committee.
- vi. Nails should be kept clean, trimmed and of appropriate length. False nails along with nail varnishes are not permitted.
- vii. Smart watches that have the ability to take photographs are not permitted in any setting.
- viii. Earrings should be studs only.
- ix. Bracelets and necklaces are worn at the staff members own risk.
- x. We do not recommend wearing expensive or sentimental pieces of jewellery due to the high likelihood of it being broken.

4. Training and staff development

- i. Our setting leaders hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent or higher qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- ii. We provide regular in-service training to all staff – whether paid staff or volunteers – through Wiltshire Council, Pre-School Learning Alliance and external agencies.
- iii. Our setting budget allocates resources to training.
- iv. 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.
- v. We support the work of our staff by holding regular staff meetings and annual appraisals. Staff are regularly monitored through line manager observations.
- vi. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

vii. At least one member of the committee and/or staff have completed the Wiltshire Safer Recruitment Training.

5. Staff taking medication / other substances

- i. If a member of staff is taking medication which 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.
- ii. Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- iii. 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.

6. Managing staff absences and contingency plans for emergencies

- i. Our staff take their holiday breaks 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 and Chairperson of committee with sufficient notice and will be unpaid.

- ii. Where staff are unwell and take sick leave in accordance with their contract of employment we organise cover to ensure ratios are maintained.
- iii. Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.
- iv. We have a list of bank staff to cover staff absences as necessary.
- v. In the event of both the Play Leader and the Deputy Play Leader being absent at the same time. We have the following contingency plan as advised by Ofsted.
 - a) There will always be a Level 3 qualified member of staff that takes charge of the setting for that session.
 - b) 50% of the remaining members of staff are qualified (have the CACHE Level 2 Certificate for Children and Young People's Workforce or equivalent or higher qualification).
 - c) We have the correct ratio of adult to children.
 - d) The parents will be informed that this is happening for that session.
 - e) If none of the above can be met we will close the setting, giving as much notice as possible.

Policy Statement - Induction Policy

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

1. We have a written induction plan for all new staff, which includes the following:
 - i. Introductions to all staff and volunteers, including management committee members where appropriate.
 - ii. Familiarising with the building, health and safety, and fire and evacuation procedures.
 - iii. Ensuring our policies and procedures have been read and are carried out.
 - iv. Introduction to parents, especially parents of allocated key children where appropriate.
 - v. Familiarising them with confidential information where applicable in relation to any key children.
 - vi. Details of the tasks and daily routines to be completed

2. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers
3. During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines
4. Successful completion of the induction forms part of the probationary period

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 14 / 11 / 2016. It was reviewed and updated on 09/11/2021.

Signed on behalf of the Management Committee:

Print Name Lisa Andrews-Heyde

Role of Signatory Chairperson

Date to be reviewed September 2023