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Registered charity number 1080554

## Employment

### 2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

#### Policy statement

We provide a staffing ratio in line with, and higher than 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 are appropriately qualified and we carry out checks for criminal and other records through Capita and Ofsted in accordance with statutory requirements.

#### 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 seven years of age: 1 adult : 8 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.

##### *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 disclosure and barring service checks (DBS) 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.
- 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 check. These are kept in the staff personal files in the filing cabinet in the office and on an easily accessible database.

#### *Changes to staff*

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

#### *Training and staff development*

- Our setting leader holds a Ba Hons in Early Years Leadership. The deputy holds a Level 3 diploma in childcare. A minimum of half the rest of the staff hold the Level 3 certificate in preschool practice or equivalent.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance, LCC Early Years Team and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first month of employment. The initial induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within the induction plan.
- We support the work of our staff by holding regular supervision meetings approx. every 6-8 weeks and an annual appraisal.
- 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 take their holiday breaks when the setting is closed, as we are term time only. Where staff may need to take time off for any reason other than sick leave or training, 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 with return to work interviews and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:

Contact a member of staff to cover, depending on level needed.