

EMPLOYMENT, STAFFING & TRAINING POLICY

Safeguarding & Welfare Requirements: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so. Adults looking after children must have appropriate qualifications, training, skills and knowledge. Staffing arrangements must be organised to ensure safety and to meet the needs of the children.

POLICY STATEMENT

In order to ensure that the individual needs of all the children who attend St Eval Pre-school are met, and that they are provided with a high standard of care and learning, we provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage. Staff are appropriately qualified and deemed suitable and responsible to work with children following statutory checks carried out through the Criminal Records Bureau. All staff members are encouraged and supported in their continuing professional development to further their knowledge and understanding in order to provide the best possible outcomes for the children in our care to reach their full potential.

Procedures - Ratios

In accordance with the Early Years Foundation Stage requirements, we adhere to the following ratios:

- 1 adult: 4 children for children aged 2-3 years
- 1 adult: 8 children for children aged 3-4 years

A minimum of two staff members are on duty at any one time. In accordance with statutory guidance, staff/volunteers/students under the age of 17 will not be counted in the ratio and will be supervised at all times. However, individuals aged 17 and over who are on long-term placements may be included in the ratios if deemed as being competent and responsible.

Procedures - Staffing

The Manager, or the Deputy Manager in her absence, is in attendance during all sessions. In an emergency situation where the Manager and the Deputy are absent, a level 3 or equivalent qualified member of staff will act as Lead Practitioner.

We aim to ensure that all our staff hold a recognised childcare qualification equivalent to a level 2 or above. In each classroom at least one member of staff will hold a full and relevant level 3 qualification (as defined by the CWDC) and at least half of the remainder of the staff will hold a full and relevant level 2 qualification (as defined by the CWDC). If a member of staff is absent from a session, due to sickness for example, cover will be arranged from existing members of staff where possible. In the unfortunate event that cover cannot be arranged and we are not able to fulfil the legal Ofsted requirements with regard to the number of qualified staff present per session, we will close the Pre-school in line with our Critical Incident/Emergency Closure Policy and Procedures.

Regular staff meetings provide opportunities for staff to share information, knowledge, training, and to discuss the children's' progress and development.

The Manager will ensure that all staff are familiar with relevant legislation.

Staff are expected to be aware of their roles and responsibilities as outlined in their contract of employment.

Staff members are required to comply with the settings policies, procedures and practices. Failure to comply may result in disciplinary procedures being followed.

Volunteers/committee members are given full information and guidance on their roles and responsibilities.

Children of Staff

If staff wish their own children to attend the setting, the arrangement must be discussed with the Manager, the Committee. The child must be the same age as the children who attend. Staff must not bring babies or children under 2 to the pre-school.

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 criminal record checks through the Data & 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)
- Decisions of suitability are made using evidence from references, full employment history, qualifications, interview, identity checks and medical suitability
- 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
- All adults working directly with children are aware of the need to declare convictions and/or court orders which may disqualify them from working with children or affect their suitability to do so
- All records relating to the employment of staff and volunteers, specifically those demonstrating that relevant checks have been made for suitability, are kept in the individuals personal file
- A separate record is also kept of the date and number of enhanced DBS checks

Disclosure & Barring Service (DBS)

Staff are employed subject to being deemed as a 'suitable person' in accordance with Ofsted regulations. For suitability to be ascertained, DBS checks are carried out on all staff and volunteers during the probation period.

DBS - General principles

As an organisation using the DBS service to help assess the suitability of applicants for positions of trust, St Eval Pre-school complies fully with the DBS Code of Practice regarding the correct handling, use, storage,

retention and disposal of Disclosures and Disclosure information. We comply fully with obligations under the Data Protection Act 1998 and other relevant legislation pertaining the safe handling, use, storage, retention and disposal of Disclosure information.

DBS - Storage and access

Disclosure information is filed securely in lockable storage with access strictly controlled and limited to those who are entitled to see it as part of their duties.

DBS - Handling & Usage

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those on a need to know basis. A record is maintained of those to whom Disclosures or Disclosure information has been revealed. We are aware that it is a criminal offence to pass information to third parties who are not entitled to receive it. Disclosure information is only used for the specific purpose for which it was requested.

DBS - Retention & Disposal

Once a recruitment decision is made, in accordance with DBS guidelines, we do not keep disclosure information for any longer than is necessary. However, we are required to document the enhanced disclosure number, position applied for and date of issue relating to all members of staff, volunteers and committee members in order to demonstrate that required checks have indeed been carried out. Details of the recruitment decision are also kept. Once the recommended retention period has elapsed, any Disclosure information not required is destroyed immediately by means of shredding.

Changes to Staff

Ofsted are informed of any change to person in charge of the Pre-school.

Conduct of Staff

St Eval Pre-school has a duty to ensure that professional behaviour applies to relationships between staff, children and parents/carers, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. All staff are made aware of the dangers inherent in working alone with a child, intimate care, cultural and gender stereotyping, dealing with sensitive information and confidentiality, the giving and receiving of gifts, discussing Pre-school information outside of the setting, and meeting with children outside of Pre-school hours. Physical interventions with children are only acceptable where necessary to protect the child or other children and adults from harm. Such incidents are recorded and reported to the Manager and the child's parents/carers are informed.

Training and Staff Development

St Eval Pre-school is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff members are supported in improving qualification levels. In particular, staff members with no qualifications are supported in obtaining a relevant qualification at a minimum of a full and relevant level 2 (as defined by CWDC) to ensure we comply with the statutory recommendation of having at least half of the staff holding relevant qualifications.

Regular in-house training is provided for all staff and volunteers. All staff members undertake 24 hours of training per year.

Staff induction training is provided during the first week of employment in order for them to understand how the setting operated and their role within it. Our induction includes becoming familiar primarily with Evacuation procedures, Health and Safety, Safeguarding Children and Behaviour Management. Other policies and procedures are introduced through an induction plan.

We aim for all staff members to hold a current paediatric first aid certificate and to attend training related to Safeguarding Children to enable them to fulfil their responsibilities effectively in respect of Child Protection.

The work of staff is supported through regular staff meetings, staff appraisals and supervision meetings. Training needs of staff are identified through these means and a programme of continuing professional development (CPD) is applied to ensure that these needs are met. CPD files are kept for all staff. The pre-school budget includes an allocation for training costs.

Contingency Plans for Staff Absences

Unless holidays are authorised by the Manager and/or the Committee, staff members are expected to take holidays during holiday breaks when the setting is closed. Where staff need to take time off during term-time for any other reason than sick leave or training, absence from the setting needs to be agreed, with sufficient prior notice, by the Manager and/or the Committee. Sick leave is monitored and action is taken where necessary in accordance with the contract of employment. Back to work interviews are conducted to ensure support is provided if necessary.

Contingency arrangements are in place to cover for staff absences and emergencies by means of supply staff, agency staff, re-grouping the children, re-organising rooms and activities, and re-deploying other suitable staff. In the unfortunate event that cover cannot be arranged and we are not able to fulfil the legal Ofsted requirements with regard to the number of qualified staff present per session, we will close the Pre-school in line with our Critical Incident/Emergency Closure Policy and Procedures.



This policy is reviewed annually, next review date: January

APPROVAL

Signature:

Name & Position: Rachael Richards -
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the
Committee

Date:

