

STAFFING AND EMPLOYMENT POLICY

Statement of intent

At Impstone & Cherry Trees Preschool we meet 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) in accordance with statutory requirements.

Aims

To ensure that children below school age and their parents are offered high quality Early Years care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
 - children aged two years of age: 1 adult : 5 children (1:3 on outings); and
 - children aged three - five years of age: 1 adult : 8 children (1:6 on outings).
- A minimum of two staff/adults are on duty at any one time.
- 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.
- We use a key person system 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 Preschool. The key person is able to meet with the family for discussion and consultation on their child's progress at any time requested.

Advertising

- Please see information within Valuing Diversity & promoting Equality of advertising Vacancies in the setting.

Vetting and Staff Selection

- All staff have job descriptions which set out their staff roles and responsibilities
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, disability, 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 are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice
- We use Ofsted guidance on obtaining references and criminal record checks through the DBS for staff and volunteers who have access to children
- 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 are given regular supervision meetings, and they are asked to confirm any changes to their personal circumstances
- We keep all records relating to the employment of staff and volunteers, particularly those demonstrating that checks have been done, including the date and number of the DBS checks
- We renew all DBS updates annually and regular checks are made throughout the year to ensure information is current
- All new staff are required to produce documentation that confirms they have the right to work in the UK
- We inform Ofsted of any changes to the person responsible for our Preschool

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

Preschool and Committee Partnership

- Regular meetings between the Preschool Manager and the Committee gives opportunities to discuss numbers of children, numbers with special needs, numbers per key worker, training needs and issues arising which assist in the smooth running and forward planning for the Preschool

Training & Staff Development

- Our Preschool Manager holds the CACHE level 3 Diploma in Preschool Practice or an equivalent qualification, with a minimum of half of our staff holding the level 3 or higher qualification in Early Years
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Preschool Learning Alliance and other external agencies
- Our preschool budget allocates resources to training. Records are kept of CPD to help meet training needs
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children Policy. Other policies and procedures will be introduced via a detailed induction plan
- We support the work of our staff by holding regular supervision meetings and appraisals and by providing cover for absences such as training/sickness
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice

Staff taking medication/other substances

- 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
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times - in the medicine cabinet

- 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

Managing staff absences and contingency plans

- Our staff take their holiday breaks when the Preschool is closed. Where staff may need to take time off for any reason other than sick leave or training, this must be agreed with the Manager and Chair of the committee 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 and action taken where necessary in accordance with their contract of employment and our Disciplinary Procedures

We have contingency plans to cover staff absences, as follows:

- In circumstances where staff know in advance that they will be unable to work, they must inform the Preschool Manager as soon as possible, ensuring they receive confirmation from the Manager of their absence
- Staff unable to come to work must inform the Preschool Manager no later than 7.30am on each day of absence, ensuring they receive confirmation from the Manager of their absence
- In the event of a staff member not arriving for duty, the Preschool Manager will:
 - 1st - Contact alternative staff members (inc bank staff) or volunteers not due to work
 - 2nd - Contact committee members
 - 3rd - As a last resort, close the Preschool if there are not sufficient adults available to meet staffing ratios.

Supervision of Staff

- Impstone & Cherry Trees Preschool puts appropriate arrangements in place for the supervision of staff who have contact with children and families - see procedures
- Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children.
- Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues
- Supervision should provide opportunities for staff to:
 - discuss any issues - particularly concerning children's development or well-being
 - identify solutions to address issues as they arise
 - receive coaching to improve their personal effectiveness

Disciplinary & Grievance

- Employees, volunteers and students are made aware of the standard of conduct and work expected upon their commencement of employment, within their job description and their contract as well as during an induction session
- Should the need arise, procedures are set out on disciplinary actions and how to file a grievance

Pregnant Staff, Maternity & Paternity Leave & Pay

- We require all female staff, volunteers and students to notify the Setting Manager as soon as they know or suspect they are pregnant so safety precautions can be implemented for them
- Full information on this leave is held in our Committee Policy titled 'Leave Policy'

Annual Leave Entitlement

- Staff contracts stipulate they are to take their annual leave when the setting is closed
- Holiday may be taken during term time at the discretion of the Manager and Committee Chair, and payment will not normally take place unless in exceptional circumstances agreed by the Committee Chair