

19. Staffing and Employment

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers 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.

Procedures

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our staff have job descriptions, which set out their 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 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 imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to the employment of our staff and volunteers; in particular, those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- We require that all our staff and volunteers keep their DBS check up-to-date by maintaining a subscription to the DBS Update Service.
- Our 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.

- 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.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person of our provision and/or our manager.

Training and staff development

- Our manager holds Early Years' Professional Status (Level 6 qualification)
- Our deputy holds the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- All permanent members of staff are required to hold current certificates in Level 2 Food Safety in Catering and Universal Safeguarding Children.
- Permanent qualified level 2 and level 3 members of staff are required to hold a full and relevant current certificate in Paediatric First Aid (PFA).
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our budget allocates resources to training.
- We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are 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 staff in accordance with all relevant legislation and best practice.
- We support staff to improve their qualification levels wherever possible.

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. Our 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.
- If we have reason to believe that a member our 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 for emergencies

- Our staff take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our manager with sufficient notice.

- Where our 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 individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:
We have DBS checked emergency volunteers and staff available to cover sickness.

Secondary Employment

- For most members of staff, the pre-school is their sole employer. However, we recognise that staff may sometimes wish to undertake additional work. In these circumstances, staff are required to inform and seek the permission of the manager before undertaking any secondary work (on a paid, voluntary or self-employed basis). Examples of this include, but are not limited to:
 - A private babysitting arrangement with the parent of a pre-school child;
 - Volunteering at another setting or school
- Whilst permission will not normally be denied, staff must be aware that the additional work:
 - is a completely private agreement between themselves and the other party;
 - has absolutely no bearing on or connection with pre-school;
 - must be undertaken in the staff member's own time;
 - must not be undertaken when the member of staff is absent from the pre-school on sick leave, whether or not they are in receipt of sick pay. (Staff wishing to continue with voluntary work whilst on sick leave must seek the permission in writing from the manager). Failure to adhere to this policy whilst on sick leave may result in disciplinary action.
 - must not affect the staff member's attendance and performance at pre-school;
 - must not bring the pre-school into disrepute;
 - must not be in conflict or competition with the pre-school;
 - must not contravene the Working Time Regulations.
- Failure to comply with this policy may result in disciplinary action.

Staffing ratios

- We deploy our staff to meet the needs of all children, providing them with adequate supervision and ensuring their safety.
- Children must usually be within sight and hearing of staff and always within sight or hearing.
- We inform parents about staff deployment.
- We use the following ratios of adult to children:
[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.

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.

- We are able to follow the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements if we need to where a Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or other suitable level 6 qualified person is working directly with children aged three and as follows:
 - there is at least one member of staff for every 13 children; and
 - at least one other member of staff holds a full and relevant level 3 qualification.
- Our staff ratios are normally in excess of those shown above.
- We may include students on long term placements and volunteers in ratios where we are satisfied that they are competent and responsible.
- A minimum of two staff/adults are on duty at any one time. At least one of these is holds a full and relevant level 3 qualification.
- At least one member of staff who holds a current Paediatric First Aid certificate must be on the premises at all times when children are present, and must accompany children on outings.
- We ensure that paediatric first aid training is provided by a competent training provider. and is relevant for workers caring for young children. Paediatric first training is renewed every 3 years.
- We use a key person 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 and offer support in guiding their development at home.
- 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.]

This policy was adopted by North Leigh Pre-school management committee

Signed on behalf of the management committee of North Leigh Pre-school

Mrs. E. Cookson

Date.....28th May, 2021

Other useful Pre-school Learning Alliance publications

- The New Early Years Employee Handbook (2016)

- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)