



## **32. Staffing and Employment Policy**

### **Approach to staffing and Employment**

#### **Aims of Policy**

This policy aims to outline our staffing and employment approach.

#### **Policy**

A high adult to child ratio is essential in providing good quality Pre-School care. In our Pre-School:

- We aim to have at least one member of staff to each five children over the age of 3 and one member of staff for four children under 3.
- Our key person system ensures each child and family has one particular staff member allocated to them 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. Where a key person works part-time, they will work in partnership with a second key person.
- Staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties. An inset day is held at the beginning of each term and staff meetings take place approximately every three weeks.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups and without discrimination towards age.
- We aim to employ staff with appropriate childcare/educational qualifications or those willing to undertake appropriate training. All staff are expected to hold an up-to-date paediatric first aid certificate.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- Training is available to all staff, both paid and volunteer members, through the Early Years and Childcare team.
- We inform Ofsted of any changes in the person responsible for our setting.
- We encourage staff to gain higher qualifications and improve skills, up to a foundation degree.

Our Pre-School's budget allows training costs to be met as required. We appoint and employ staff in accordance with all relevant legislation. We follow a carefully structured recruitment and selection procedure, in accordance with the Buckinghamshire Safeguarding Children Board guidelines. All new staff must undertake a range of security checks including a three month probation period, which can be extended by a further three months, enhanced DBS checks or 'Police Checks' and reference and qualification checks. Our Pre-School staff are experienced and trained to provide inclusive play and learning opportunities for all children attending the Pre-School in accordance with OFSTED requirements. Senior staff are qualified to a minimum of Level 3, holding either a Diploma in Pre-School Practice (DPP), NVQ3 in Care and Education, Level 3 Early Years Educator, NNEB or BTEC qualification. Other key staff will have either a Certificate in Playgroup Practice (CPP), an NVQ2 or will have undertaken a number of training courses with regard to important issues such as Safeguarding Children and Health and Safety.

We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date, number, and issuing company of the enhanced DBS check.

- As Seer Green Pre-School is a term time only setting, 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 Pre-School Leader in advance, with a minimum of 3 months notice. This shall be limited to one week in any academic year.
- 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 is taken where necessary in accordance with the contract of employment.
- To cover staff absences, we have a list of available part time staff, committee members, and parent volunteers.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2009 created*

*2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*