



Employment

2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

Policy Statement

At Padbury Pre-school, we provide a staffing ratio in line with or better 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 the Disclosure and Barring Service 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 five years of age: 1 adult : 6 children.
- A minimum of two staff/adults are on duty at any one time. To operate we must have a designated safeguarding person / deputy and first aider on site.
- 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 is available to discuss the child's progress with parents as required.
- 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.

where fun becomes learning!

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All permanent 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 based on 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 Disclosure and Barring Service (DBS) 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, those demonstrating that checks have been done, including the date and number of the DBS check.

Changes to staff

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

Training and staff development

- Our pre-school leader holds a BTEC National Diploma in Childhood Studies and has over 16 years' experience within the childcare sector.
- The deputy holds an NNEB and has over 20 years' experience within childcare.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through internal training and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be 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.

Managing staff absences and contingency plans for emergencies

- The staff at Padbury Pre-school take their holiday breaks when the pre-school 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 and chairperson / registration secretary 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 is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:

In the case of unforeseen absence, members of the committee (who have all been DBS checked) are called upon to lend additional support to the staff. Where the ratio of adult to child is compromised, we will either offer an alternative day if available with a refund to parents with flexibility to remedy this or employ an appropriately qualified pre-school assistant.

In the case of foreseen absence, the adult to child ratios are taken into consideration so that they are not compromised. In addition, a member of the committee will support the staff when requested.

This policy was adopted at a meeting of	Padbury Pre-school
Held on	<hr/> 22/04/24
Date to be reviewed	<hr/> 22/04/27
Signed on behalf of the committee	<hr/> A.J. Smith
Name of signatory	<hr/> Amanda smith
Role of signatory	<hr/> Pre-School Manager