

### General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Employment

### 2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

#### Policy Statement

We provide a staffing ratio in line with 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 Criminal Records Bureau in accordance with statutory requirements.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

#### 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 seven years of age: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- 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 meets regularly with the family for discussion and consultation on their child's progress.
- 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.

### *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 Criminal Records Bureau 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. Helmdon Acorns Pre-school use Capita Recruitment Vetting Service to carry out CRB checks on staff other than the Pre-school Supervisor and all volunteers other than the committee.
- 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 CRB check.

### *Changes to staff*

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

### *Training and staff development*

- Our setting leader and deputy hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- In-service training is available to all staff - whether paid staff or volunteers – through NCC Early Years Team.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. 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 meetings and annual 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*

- Our staff take their holiday breaks when the setting is closed during school holidays. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager 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:

Bank staff – Judy Butler, Julia Toman, Jane Lake, Kerry Seymore, Charlotte (Tribilock’s nanny), Staff keep an up to date list of bank staff availability and contact numbers.

Parent helpers – Acorns would always seek help from the parents to provide cover rather than close the setting.

The Chair has the contact details for two Agencies that can provide staff at short notice although this would be a last resort as it is expensive and the staff provided would not know the setting.

If the setting had to close parents would be informed by: Either the Supervisor or Chair on the telephone each will keep a copy of parents contact details at home for this purpose.

This policy was adopted at a meeting of	<u>Helmdon Acorns Pre-school</u>	name of setting
Held on	<u>17<sup>th</sup> November 2010</u>	(date)
Date to be reviewed	<u>Novemberber 2011</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Rachel Wheeler</u>	
Role of signatory (e.g. chair/owner)	<u></u>	

**Other useful Pre-school Learning Alliance publications**

- Employment in Early Years Settings (2007)