



6 STAFFING AND EMPLOYMENT POLICY

Statement of intent

We are a Church-run pre-school and provide a staffing ratio in line with the requirements of the Statutory Framework for 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 enhanced checks for criminal and other records through the Disclosure and Barring Service 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 in an environment with a Christian ethos. See also Vision Statement.

Methods

- To meet this aim we use the following ratios of adult to child:
 - children aged two: 1 adult : 4 children
 - children aged three or four: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- The Manager, Leaders and at least half of all other staff hold a full and relevant Level 3 qualification in accordance with Ofsted requirements.
- We use a key person system to ensure that each child has a named member of staff who has particular responsibility for the child's well-being and development in the setting and this information is shared regularly with parents and carers.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and individual needs.
- 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, disability, gender or ethnic origin. Applicants should support the Christian ethos of the pre-school and the Manager and Leaders should be members of Cheam Baptist Church or have a similar association unless agreed by the Elders.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- 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 enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children and keep records in accordance with current legislation.
- We inform Ofsted of any changes in the person responsible for our setting.

- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Policy. Other policies and procedures will be introduced within an induction plan.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We provide regular in-service training to all staff, whether paid staff or volunteers, through the Pre-school Learning Alliance, London Borough of Sutton early years support services and external agencies.
- Our setting budget allocates resources to training.
- We support the work of our staff by holding regular supervision meetings and appraisals. This provides 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
- We have contingency plans for emergencies and staff absence in order to ensure ratios are maintained.

Students and Volunteers

- We offer placements to students undertaking qualifications and training and to school pupils on work experience. We aim to provide experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- We interview students and volunteers who are requiring long-term placements to check suitability.
- Students on short-term placements are not counted in our staffing ratios.
- We give students a short induction, including health and safety and confidentiality requirements.
- We co-operate with students’ tutors in order to help them fulfil the requirements of their course.
- We have a parents’ rota and welcome parents and grandparents to help out from time to time.
- All students, volunteers and parent helpers must adhere to our Guidelines for Helpers/Students.

Reviewed 28/6/16