

# **Staffing and Employment Policy**

## **Statement of intent**

To adhere to statutory staffing ratios in order to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Disclosure and Barring Service (DBS) in accordance with Ofsted's requirements.

## **The legal framework for this policy is:**

The Protection of Children Act 1999

## **Aims:**

To ensure that children and their parents are offered high quality pre-school care and education.

## **Methods:**

1. To meet this aim we use the following ratios of adult to child:
  - children aged two – three years of age: 1 adult : 5 children
  - children aged three - five years of age: 1 adult : 8 children
2. A minimum of two staff are on duty at any one time and we aim to always have an extra member of staff, in addition to the number dictated by our ratios, to allow for unforeseen circumstances.
3. We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
4. We hold regular staff meetings to discuss the day to day running of the setting and to undertake curriculum planning, and hold termly child review meetings to discuss individual children's needs, development and progress.
5. We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
6. All staff have job descriptions which set out their roles and responsibilities.
7. 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 us imposing conditions or requirements which are not justifiable.
8. All managers and supervisors hold a minimum of a level 3 qualification (EYFS Statutory Framework 2021, 3.28)
9. We provide regular in-service training to all staff - whether paid staff or volunteers.
10. Our preschool budget allocates resources to training.
11. We provide staff induction training in the first week of employment. This induction includes an introduction to our policies and procedures, and our Induction to Safeguarding and Promoting Welfare document.
12. We support the work of our staff by holding regular supervision meetings to discuss the continual professional development and wellbeing of the supervisee.
13. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice. We follow safer recruitment procedures and have

regard for the document Keeping Children Safe in Education 2018.

14. We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children. All staff are required to join the Annual Update service to ensure that ongoing suitability checks can be made.

15. References will be obtained prior to an applicant commencing their employment.

16. We use a blend of Permanent staff members, supplemented by temporary 'Bank' staff, and on occasion parent volunteers, all of whom follow the same guidelines as documented in this policy.

Version	Changes made	Author	Date
1.0 Baseline version		Lyn D	31st Dec 2015
1.0	No changes made	Lyn D	10th Aug 2016
1.1	Reference made to EYFS framework 2017	Lyn D	2nd Aug 2017
1.2	Change of wording to paragraphs 1, 2, 12 and 14.	Lyn D	17th Jan 2018
1.3	13) Added statement referring to safer recruitment procedures and Keeping Children Safe in Education document	Lyn	20th June 2019
1.4	Added paragraph no. 16	Lyn	22nd July 2020
1.5	Method 8) change to reflect EYFS statutory Framework update 2021	Lyn	27 <sup>th</sup> July 2021
1.6	Amendments to Method 1), 4), 12) and 16) to reflect changes	Lyn	31 <sup>st</sup> July 2024