

THE ORCHARD COMMUNITY PRE-SCHOOL

Registered as Company Limited by Guarantee in England and Wales
Registered Office: 17a Elmside, Milford, Godalming, Surrey, GU8 5EG
Registered Number: 8791069
Registered Charity Number: 1154900

38. 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.

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
 - children aged three to five 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. We will consider applicants on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. We will not place applicants at a disadvantage by 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.
- 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/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 Manager, the Deputy Manager and four pre-school assistants hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification; and two have just begun their level 2 qualifications.
- We provide regular in-service training to all staff – through our twice monthly Staff Meetings and through courses that are available from Surrey Early Years and outside agencies.
- Our 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 and the Staff Handbook. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff by holding regular Supervision 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 members 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 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:

Staff members give up their non-contact hours in order to provide cover.
In exceptional circumstances parents and other volunteers provide the additional adult support to keep adult to child ratios at the right level and avoid pre-school closure.

Other useful Pre-school Learning Alliance publications

- Employment in Early Years Settings (2007)