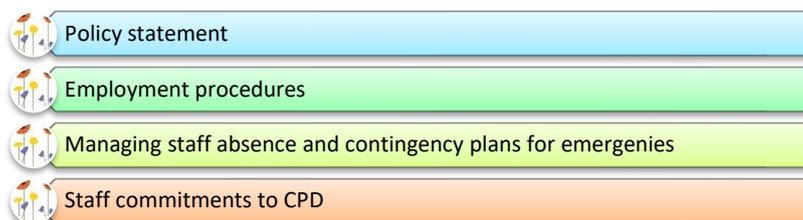


Employment and Staffing

“Adults looking after children must have appropriate qualifications, training, skills and knowledge”

Statutory Framework for the EYFS

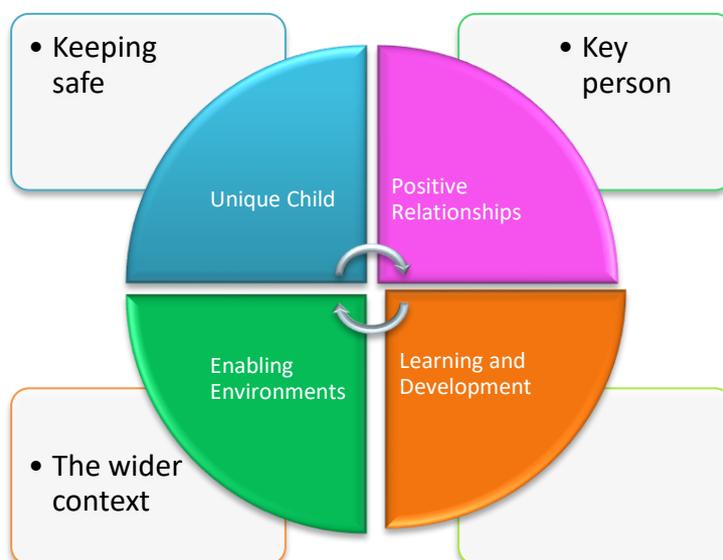
The policy includes information on:



Policy Statement

At the Meadows we employ and promote high quality staff, ensure they are appropriately qualified and checked using the Disclosure and Barring Service (DBS) in accordance with the statutory requirements. We guarantee care and education of a high standard through providing a staffing ratio in line with the Welfare requirements stipulated in the Ofsted Statutory framework.

Our commitment to the EYFS:



Procedures:

- ☉ To meet the statutory requirements, we use the following minimum ratios of adult to child:
 - Buttercups - 1 adult: 3 children
 - Poppies - 1 adult: 4 children
 - Bluebells - 1 adult: 8 children
- ☉ *Students on school placement are not included in the ratio.*

- Ⓢ We use a key worker system to ensure that each child can develop a caring relationship with a key member of staff and to all parent(s)/guardian(s)/carer(s) a contact for discussions and consultations.
- Ⓢ We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties, which may arise from time to time. This allows staff to be supported in areas of need and in-house CPD to take place when required.
- Ⓢ We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. *See 'Equality of Opportunity' policy for details.*
- Ⓢ All staff have job descriptions, which set out their roles and responsibilities.
- Ⓢ We welcome applicants 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.
- Ⓢ New employees are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment).
- Ⓢ We obtain references and disclosure and barring certificates through the Disclosure and Barring Service.
- Ⓢ We use Ofsted guidance on obtaining references for staff and volunteers prior to their employment.
- Ⓢ New employees will not be left unsupervised until the return of their DBS check. 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 completed.
- Ⓢ We provide staff induction training and a probation period of 3 months. The induction training includes:
 - Health and Safety Policy and Procedures
 - Safeguarding Policy and Procedures
 - The understanding of all policies and procedures
 - The routines and our expectations
- Ⓢ We support the work of our staff by holding regular supervision meetings and appraisals

Managing staff absence and contingency plans for emergencies

- Ⓢ Staff are entitled to 4 weeks' holiday; one week is taken at Christmas and two weeks in August.
- Ⓢ Staff will make a request in writing for the remaining week of their holiday. All requests should be made using the 'hronline' as far in advance as possible.
- Ⓢ Requests for holiday time will be honoured but must be balanced against adequately staffing the nurseries.
- Ⓢ Staff do not work bank holidays.
- Ⓢ Where staff may need to take time off for any reason other than sick leave or training, this needs to be 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.
- Ⓢ Staff are expected to contact the nursery manager before 8am when they are sick to ensure the manager can arrange cover.
- Ⓢ 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 are available when required - these will be available to cover staff on sick leave or training.
- The manager will also be available in the event of an emergency as they are supernumerary.

Staff commitments to CPD

We believe in continued professional development to ensure staff members have up-to-date knowledge on the care and development of children. Consequently, staff members are required to:

- Attend staff meetings
- Attend staff training
- Attend in-house insets
- Attend planning once a week

Where staff are unable to attend training they are required to inform the nursery school manager prior to the event.

Policy last reviewed: 30th January 2019