



Tickton Pre-school and Play Pals,

Staff Employment,

Staffing &

Safe Recruitment Policy.

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

EYFS (Suitable people), (Ratios), (Staff qualifications, training, support and skills).

Safeguarding Vulnerable Groups Act 2006

Disclosure and Barring Service (DBS).

Working Together to Safeguard Children

Policy Statement.

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage (EYFS).

We must ensure that people looking after children are suitable to fulfil the requirements of their

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roles. We have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable.

We work towards offering equality of opportunity by using robust but 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 also in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements. Certificate numbers and dates are kept on file and original certificates are checked by the manager.

All staff have **original identification** documents checked, including; passports, birth-certificates, and qualifications.

All staff must have minimum of two good reference on file – references must be checked by the manager for authenticity.

Staff qualifications and original documents copied and checked for staff files.

Health checks are completed as required.

Employment history is obtained and checked, an explanation is sought for any gaps in employment history.

An offer of employment is not offered until all above checks are in place.

All staff undergo an induction process/procedure and receive a setting induction pack.

All staff must read and sign all policies and risk assessments.

We use the following ratios of adult to children:

Only members of staff who hold a level 3 certificate will count in setting ratios.

- Children aged two years of age: 1 adult - 4 children.
- Children aged three to eight years of age: 1 adult - 8 children.
- If Helen Turner BA(HONS), EYPS, PGCE, is in attendance we can work on a ratio of 1:13 for children aged over 3 years of age.

- We abide by all procedures set out in the EYFS (Early Years Foundation Stage) Statutory Requirements.

A minimum of two staff/adults must be 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 positive and supportive relationship with, 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 (see; Key Person Policy).

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. These meetings are also used to discuss team concerns/issues, to celebrate success, implement training and plan future development.

We keep all records relating to the employment of all staff and volunteers.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. All staff must sign an annual declaration.

We do not allow people whose suitability has not been checked, including; criminal records checks, to have unsupervised contact with children being cared for.

We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

We keep a record of all staff DBS certificate numbers, outcomes and dates.

Changes to staff

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

Training and staff development

Most of our staff have a level 3 qualification in Early Years Care and Education or equivalent. Key person staff must hold a level 3 or above qualification.

We provide staff induction training from the first day of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. Other policies and procedures will be introduced within an Induction Plan. This Induction Plan, when complete, will be signed and kept in the staff file.

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- Regular training is available to all staff, both paid and volunteer members. We provide regular in-service training to all staff - whether paid staff or volunteers

We support the work of our staff by means of 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.

Staff must arrange their cover if they 'take time off' in term time, this must be checked with the setting manager. Our staff generally take their holiday breaks when the setting is closed.

Where staff need to take time off for any reason other than sick leave or training, this is agreed with the setting leader and management committee, 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 : - extra part-time staff that can be called on to cover extra hours - our committee members are DBS checked and are approached as to their availability in preparation for any emergency.

Assessing continued suitability for role

Staff are expected to inform us without delay if there is a change in their circumstances which may affect their suitability to work with children. This includes any convictions, cautions, court orders, reprimands or warnings. They are also required to sign a declaration to this effect, annually at the time of their appraisals.

Should a member of staff be thought unsuitable, this information will be shared immediately with the Local Authority Designated Officer (LADO) and Ofsted within 14 days. (All contact numbers in setting Safeguarding file).

Staff are expected to inform us without delay of any health issues which may affect their suitability to work with children. They are also required to complete a health declaration, annually at the time of their appraisals. If staff are prescribed medication which may affect their ability to care for children, then they need to notify their line manager of their ongoing suitability. They should seek medical advice and only work with children if this advice confirms the medication is unlikely to impair their ability to care for children.

Staff medication must be stored securely in line with our settings medication policy.

Staff are expected to pay due respect to the required dress code, confidentiality, use of mobile phones and social media and to conduct themselves at all times in an appropriate manner. Staff must abide by all setting policies.

A registered provider or a childcare worker may be disqualified from registration. In the event of the disqualification of a registered provider, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where a person is disqualified, the provider must not employ that person in connection with early years provision. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.

The manager must hold at least a full and relevant level 3 qualification. The manager must have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. We have a named deputy who is capable and qualified to take charge in the manager's absence.

Staffing arrangements must meet the needs of all children and ensure their safety. staff must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. The management team and staff must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions.

Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.

As a setting we must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.

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The daily experience of children at our setting and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

We must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues.

As a setting we support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

