

PRE-SCHOOL AT ST SAVIOURS

Staffing and Employment Policy

Statement of intent

We provide a staffing ratio in line with the requirements of 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 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.

Methods

- To meet this aim we use the following ratios of adult to child:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three to school age: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system 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 discuss children's progress, their achievements and any difficulties that may arise from time to time.
- 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. 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.
- Our setting leaders hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of two thirds of our staff hold the CACHE level 3 Certificate in Pre-school Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Surrey Supporting Children Team and other external agencies.
- Our setting allocates a budget for training.

- We provide staff induction training in the first week/s of employment. This induction includes our Health and Safety Policy and Safeguarding Children Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- 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 criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.

Recruitment Procedures

This is the procedure we follow when recruiting a new member of staff, this is done giving the highest regard for Safeguarding Children.

1. Job Description drawn up
2. Recruitment Criteria agreed
3. Advertisement drawn up stating our commitment to Safeguarding Children
4. Application forms and job descriptions are sent out to applicants
5. Applications forms are scrutinised and checked out
6. Interviews (Passport, original qualification certificates seen)
7. References checked
8. DBS's gained
9. Conditional offer of appointment
10. Temporary contract issued
11. Induction including copies of our Policies and Procedures
12. After probationary period, full employment contract issued if appropriate.

Signed on behalf of the Partnership

October 2019

Jeanette Samuel - Partner