

Staffing and Employment Policy

Statement of intent

We provide a staffing ratio in line with the requirements of the Statutory Framework for the Early Years 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 (DBS) in accordance with statutory requirements.

Method

To ensure that children below school age and their parents are offered high quality early years care and education.

Staff: Child ratios

Children must usually be within sight and hearing of staff and always within sight or hearing

- A minimum of two staff/adults are on duty at any one time.
- Staffing arrangements meet the needs of all children and ensure their safety.
- We ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met.
- We inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions.
- 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 undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

At our Preschool we use the following ratios of adult to child:

- children under two years of age: 1 adult : 3 children
- children aged two years of age: 1 adult : 4 children
- children aged three - seven years of age: 1 adult : 5 children.

The ratio and qualification requirements below apply to the total number of staff available to work directly with children as set out in the Statutory Framework for the Early Years 2017 (*Ofsted may determine that providers must observe a higher staff:child ratio than outlined here to ensure the safety and welfare of children*)

Policies and Procedures
Oct 13, Jan 16, July 19,



For children aged under two:

- There must be at least one member of staff for every three children;
- At least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two;
- At least half of all other staff must hold a full and relevant level 2 qualification;
- At least half of all staff must have received training that specifically addresses the care of babies
- Where there is an under two-year-olds' room, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos.

For children aged two:

- There must be at least one member of staff for every four children;
- At least one member of staff must hold a full and relevant level 3 qualification; and
- At least half of all other staff must hold a full and relevant level 2 qualification.

For children aged three and over in registered early years provision operating between 8 am and 4pm where a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification (which is full and relevant) is working directly with the children:

- There must be at least one member of staff for every 13 children; and
- At least one other member of staff must hold a full and relevant level 3 qualification.

For children aged three and over at any time in registered early years provision operating outside the hours of 8 am and 4 pm, and between the hours of 8 am and 4 pm when a person with Qualified Teacher Status, Early Years Professional Status or another full and relevant level 6 qualification, is not working directly with the children:

- There must be at least one member of staff for every eight children;
- At least one member of staff must hold a full and relevant level 3 qualification;
- At least half of all other staff must hold a full and relevant level 2 qualification.

Student Placement *(see separate policy)*

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) may be included if we are satisfied that they are competent and responsible.

Policies and Procedures Oct 13, Jan 16, July 19,



Staff qualifications, training, support and skills

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- 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 ensure that staff have sufficient understanding and use of English to ensure the well being and care of the children in our setting in order that staff are competent to be able to record keep, liaise with other agencies, summon emergency help and to understand key instructions in terms of safety for administering medicines, food hygiene and food allergies or needs.
- We provide staff induction training in the first week of employment to help them understand their roles and responsibilities. This induction process includes information about our Health and Safety, Safeguarding Children, Emergency Evacuation, and Equality Policies. Other policies and procedures will be introduced within the induction plan.
- Our setting leader and deputy hold the Level 4 Diploma in Montessori theory and practice and at least half of our staff hold the minimum level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We use Ofsted and the DBS for 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 of our staff have fully enhanced Disclosure and Barring Service checks.
- All staff have regularly updated qualifications in Safeguarding, Early Years, Paediatric First Aid, Food Hygiene and Positive Behaviour
- We provide regular in-service training to all staff - whether paid staff or volunteers - through in house or various external agencies.
- We support the work of our staff by holding regular supervision meetings and appraisals in order to identify any training needs and secure opportunities for individuals CPD.
- Our setting budget allocates resources to training. This is currently set at £120 per member of staff per year. If more substantial financial help is required applications from staff are considered.

Policies and Procedures
Oct 13, Jan 16, July 19,



In addition, the following procedures and documentation in relation to Staffing and Employment Policy are in place:

Statutory Framework for the Early Years Foundation Stage

Section 3: The Safeguard and Welfare Requirements 2017

- Child Protection
- Suitable People
- Disqualification
- Staff Qualifications, training , support and skills
- Staff: Child ratios

Legal Framework

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004, 2006 (Every Child Matters)

Safeguarding Vulnerable Groups Act 2006

Policies and Procedures
Oct 13, Jan 16, July 19,

