



# Scalliwags Pre-School CIO

## Employment

### 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 Disclosure and Barring Service 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; and
  - children aged three to seven years of age: 1 adult: 8 children.
- Only those staff which are aged 17 or over are included in the ratios. Staff working as apprentices can be included in the ratio if the Early Years Manager decides they are competent to do so.
- A minimum of two staff/adults are on duty at any one time.
- At least one Paediatric First Aider is on site at all times when children are present.
- 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.
- 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. Applicants will be considered on the basis of their suitability for the post, regardless of disability, 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 DBS checks for staff and any volunteers who have regular contact with the 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 DBS check.
- It is a disciplinary offence if staff do not inform the setting in a reasonable timescale of any convictions received during employment.
- Proof of eligibility to work in the UK will be required.

*Changes to staff:*

- We inform Ofsted of any changes to Managerial roles within our setting.

*Training and staff development:*

- Our Early Years Manager and deputy hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 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.
- Our setting 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. 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.

- Our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Executive Manager 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.

#### Students on Work Experience

- The Setting obtains enhanced criminal record checks for every person aged 16 or above including supervised volunteers who attend the Setting regularly.
- Liability insurance is checked to ensure that students on work experience are covered in the Setting.
- The Early Years Manager will speak to the Designated Safeguarding Lead relevant at the school to ascertain the suitability of the young person working with children, and any risk they may pose, such as violent or sexual behaviour towards young people or children.
- The Setting is aware to make appropriate enquiries which affect its duty of care towards the young person, such as special needs or adjustments.
- The Early Years Manager will arrange an interview prior to the placement starting to ascertain the suitability of the young person working with children.
- The student is placed with a member of staff to 'shadow' to ensure that they are never left unsupervised with the children. That member of staff will in particular supervise the work experience student and offer room for improvement and intervene to ensure that standards held by the setting do not slip.
- Prior to the placement starting there is a short induction training which includes child protection, behaviour management and code of conduct.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		

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