



Registered Charity No.: 1155711

## **Staffing and Employment Policy**

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 (DBS) in accordance with statutory requirements.

### **Aim**

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

### **Methods**

- We use the following ratios of adult to child:
  - Children aged two years of age: 1 adult : 4 children.
  - Children aged three - five years of age: 1 adult : 6 children.
  - A minimum of two staff are on duty at any one time.
- We use a key person system.
- 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 are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We offer 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.
- The interview selection process should include a minimum of two interviewers. All decisions will be democratic.
- We keep a short record of unsuccessful applicants for three years, together with written reference notes. Interviews will be documented with a record of their outcome.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for all staff and long term volunteers who will have access to 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, in particular those demonstrating that checks have been done (including the date and number of the enhanced DBS check) for a minimum of seven years from the date the member of staff left our employment.

- All staff have job descriptions which set out their roles and responsibilities.

### **Procedures on Appointment**

On appointment, staff will be issued with two copies of a letter from the Committee Chair, which will include the following information:

- Date of appointment
- Hours of work
- Salary
- Length of probation

The member of staff will also be issued with two copies of their Terms and Conditions of Employment, which will include the following information

- Date of appointment
- Hours of work
- Overtime arrangements
- Salary and other benefits
- Pension arrangements
- Holiday entitlement
- Sick pay entitlement
- Length of probation

At the same time the staff member will receive two copies of the Disciplinary and Grievance Procedures. A signed and dated copy of each of these documents must be returned and kept in the staff member's personnel file.

A signed and dated copy of both the Committee Chair's letter and the Terms and Conditions of Employment should be returned to the Pre-School to be kept in the staff member's personnel file.

### **Induction of Staff, Volunteers and Managers**

We provide an induction for all staff, volunteers and Managers in order to fully brief them about the Pre-School, the families we serve, our policies and procedures, curriculum and daily practice.

The Manager inducts new staff and volunteers. The Committee Chair inducts a new Manager.

The induction training begins during the first week of employment and includes the following: -

- Introduction to all staff and volunteers.
- Introduction to parents, especially to parents of allocated key children where appropriate.
- Familiarisation with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed
- Familiarisation with the building, health and safety and fire procedures.
- Ensuring our Confidentiality, Fire Evacuation, Health and Safety and Safeguarding Children/Child Protection policies and procedures have been read and understood.

- Ensuring that copies of all the Pre-School's policies and procedures are issued to the member of staff who should familiarise themselves with these as soon as possible.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. Once completed, a review of each person's induction should ensure that they understand all aspects covered.

The Manager is responsible for monitoring the progress of any new staff and should report any problems to the Committee Chair.

At the end of the probationary period the appointed appraiser should meet with the member of staff to discuss their performance, their development needs, training time-table and planning and assessment responsibilities. The potential outcome of the probationary meeting would be to confirm employment, extend the probation period further or terminate employment.

### **Staff development and training**

- Our Manager and Deputy Manager hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent or higher qualification.
- All our practitioners hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent or higher qualification, or are currently studying towards their qualification.
- Although we do not require our bank staff to hold a childcare qualification, they must demonstrate a sound knowledge and understanding of child development, preferably with previous experience in a childcare setting.
- We provide regular training to all staff through training delivered by the Manager, Surrey Early Years or external agencies.
- Our Pre-School supports continual professional development. Staff are encouraged to identify training they would like to apply for.
- We support the work of our staff by holding an annual appraisal, with an interim half-year review, where the member of staff's training and development needs are identified and discussed.
- Each member of staff has a Professional Development Portfolio to keep a record of their professional development and to plan their future training.
- The Pre-School has a staff training and development plan for the staff team which is updated after appraisals, staff changes, new legislation, advice from Early Years and Childcare Service or other organisations, such as Ofsted.
- Staff who have attended training, feed this back to the rest of the staff team during monthly staff meetings.
- Job roles are delegated within the staff team e.g. DSL, deputy DSL, Health and Safety Officer.
- The Deputy Manager acts as mentor for new staff, volunteers and students.

### **Paying Staff**

Prior to the commencement of employment, all staff members are responsible for ensuring that the Pre-School has their bank details in order for salary to be paid via online banking payments. Salary is paid monthly in arrears, by BACS. It is the staff member's responsibility to ensure that these details are kept up to date, and that the administrator is informed by the payroll cut off date each month, in order to be able to make the necessary changes.

When a staff member leaves employment, the final salary payment along with any outstanding expenses/overtime will be paid via an online bank payment the pay day after the employee leaves. It is the responsibility of the member of staff to ensure that all expense and overtime claims are submitted in advance of their last day of work.

**Managing Staff Absences and Contingency Plans for Emergencies**

Our staff take their holiday breaks when the Pre-School is closed and are not permitted to take holiday during term time. If a member of staff needs to take time off for any reason other than sick leave or training, this must first be agreed with the Committee Chair 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 taken where necessary in accordance with the Staff Absence Policy.

**Changes to staff**

We inform Ofsted if the Manager of the Pre-School changes.

**This policy has been adopted by St Martin’s Pre-School Committee:**

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|--------------------|--|
| Date:              |  |
| Signed:            |  |
| Role of signatory: |  |