

# WORLINGHAM PRE-SCHOOL

## Staffing and Employment Policy

### **Statement of Intent**

We provide a staffing ratio in line with the requirements of the EYFS Statutory Framework and Welfare Requirements 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 enhanced disclosure checks through the Criminal Records Bureau in accordance with statutory requirements.

### **Aim**

To ensure that children and their parent/carers are offered high quality care and education.

The legal framework for this policy is;

1. Children/childcare Act 1989, 2004 and 2006
2. Disability Discrimination Act 1995 and 2005
3. Data Protection Act 1998
4. Every Child Matters – Change for Children 2004
5. Human Rights Act 1998
6. Employment Act 2002
7. The Sex Discrimination Act 1975 and 1986
8. Race Relations Act 1976
9. Race Relations Amendment Act 2000
10. The Health and Safety at Work Act 1974

### **Methods**

1. 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 – five years of age: 1 adult: 8 children.
2. A minimum of four staff/adults are on duty at any one time.
3. Our pre-school manager and assistant manager hold a relevant Level 3 qualification and a minimum of half of our staff hold the relevant Level 3 or an equivalent of higher qualification.
4. Photocopies will be held of each staff member's training certificates and qualifications.
5. We have a key person system in place to ensure that each child has a named member of staff with whom to form a relationship and who plans with parent/carers for the child's well-being and development in the pre-school. The key person will make opportunities to communicate with the family about their child's progress. This will be flexible to meet with the needs of the family.
6. We hold two weekly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
7. We provide regular in service training to all staff, whether paid staff or volunteers, through external agencies, i.e. Suffolk Early Years and Pre-school learning alliance.

8. The pre-school budget allocates resources to training.
9. All staff have a job description which set out their staff roles and responsibilities.
10. We support the work of our staff by holding regular supervision meetings and yearly appraisals.

### **Recruitment and Selection Procedures**

1. We work towards offering equality of opportunity by using non discriminatory procedures for staff recruitment and selection.
2. 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 imposing conditions or requirements that are not justifiable.
3. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
4. All applicants are entitled to request feedback and copies of the information recorded about them during the short listing and interviewing process.
5. All applicants are sent out an application pack which includes an application form with job description, Recruitment of Ex-Offenders Statement and Policy, Equality and Diversity Statement, Recruitment Monitoring Form and a covering letter closing date.
6. Interviews will take place within two weeks of the closing date, as far as possible. The interview panel will consist of three or four people, the chairperson, Manager, Assistant Manager and one other. This may be a member of staff, Committee or representative from 'Suffolk County Council Early Years Department.' Interview questions will be agreed beforehand and every applicant asked the same set of questions.
7. The interview panel will discuss the interviews and decide upon the suitable candidate/s following the final interview. The chair/manager will then inform the successful applicant by telephone as soon as reasonably possible. The job offer will be followed up by a letter formally offering the job, showing hours, rate of pay. A contract will be included for signing and returning to the Manager.
8. We use Ofsted's guidance on obtaining references and criminal record checks through the Disclosure and Barring Services (DBS) for staff and volunteers who will have substantial access to children. All new positions will be offered subject to the completion of a clear enhanced disclosure check through the DBS. Ofsted will be made aware of changes to the Committee and the Person in Charge of the pre-school, which will trigger Ofsted to carry out relevant checks. The Committee are responsible for checking the suitability of all other members of staff and will contact an organisation, contracted by the DFES, to process DBS enhanced disclosures on behalf of the pre-school.

- 9 The pre-school will also ask all new staff to fill in a health declaration (EY2) and ask that they get their doctor to do a letter to say that they are fit to work with children and that they are not taking any medication that may influence their ability to work in a childcare Setting.
10. The pre-school will not employ someone who they know to be disqualified from working with children. The Committee will refer to the Safe Recruitment Best Practice Guidelines and will contact Ofsted for any further advice.
11. The DBS Code of Practice for handling and storing DBS disclosures will be followed. The date of issue, position applied for and disclosure number will be recorded from each DBS disclosure, before it is given back to the relevant member of staff for their records. We will not retain original or photocopies of any DBS disclosure for longer than six months. They will be shredded.
12. Applicants are required to supply the names and addresses of two referees on their application form, one of which must be their current or most recent employer. Both of these references will be followed up with a request for a written reference. All new positions will be offered subject to satisfactory references being obtained. We will carefully consider any information that is revealed about a person as a result of any checks.
13. Any person who has not been vetted is never left alone with children. All staff, students and volunteers are required to complete a Personal Details/Medical form before they join the setting.
14. We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children Policy. A copy of all the policies and procedures for the pre-school will be provided for new staff and discussed. New staff are required to sign a form confirming that they have received and understand the policies and procedures.

### **Reference requests:**

In response to a request for a reference, please note that it is not our policy to give detailed references. These are given to the addressee of the reference in confidence and only for the purposes for which it was requested. References is given in good faith, but neither the writer nor Worlingham Pre-School accepts any responsibility or liability for any loss or damage caused to the addressee or any third party as a result of any reliance being placed on it.

## **Induction of employees and volunteers Policy:**

### **Policy statement**

We provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

### **Procedures**

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all employees and volunteers including management committee members.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

### **Employee rights under the Access to Medical Reports Act 1988**

1. You can ask to see the medical report before the setting receives it. This request for access can be made either:
  - a) to the setting when you grant us permission to obtain it (in which case we will tell the doctor of your request and let you know when we apply for the report)
  - b) direct to the doctor at a later date, but before the report is supplied to the setting
2. If you ask to see the report:
  - a) you must contact the doctor to arrange access within 21 days of the setting applying for the report, otherwise the doctor can give the report to us without showing it to you and without your consent. (Under 1(b) above you must contact the doctor within 21 days of notifying that you wish to see the report)
  - b) having seen the report, you can ask the doctor (in writing) to amend anything which you think is incorrect or misleading; if the doctor does not agree, a statement of your views will be attached to the report at your request
  - c) provided you have seen it, the report will not be given to us unless you give the doctor your consent

3. You will not be entitled to see any part of the report which:
  - a) the doctor believes could seriously harm your physical or mental health, or that of others
  - b) indicates the doctor's intentions in respect of you
  - c) reveals information about another person, or the identity of someone who has given the doctor information about you (unless that person consents or is a health professional involved in your care)
4. The doctor will tell you why access to the whole or part of the report is refused. Your rights of amendment will apply only to the disclosed part of the report. The doctor will only give the report to the early years setting with your consent.
5. You do not have to give the setting permission to obtain a medical report. (However, the inability to obtain up-to-date medical information may affect decisions made about your employment with the setting).
6. You may ask to see any medical report relating to you which the doctor has provided for employment purposes in the last six months (if prepared on or after 1 January 1989). Such a request should be made to your doctor.

This policy was adopted at a meeting of Worlingham Pre-school

Held on 6<sup>th</sup> November 2019

Signed \_\_\_\_\_

On behalf of the Management Committee/Proprietor

Role of Signatory \_\_\_\_\_

Review Date November 2020