



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

EMPLOYMENT

General Welfare Requirement: Suitable People

Pre-Schools must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so

2.1 – EMPLOYMENT AND STAFFING POLICY

(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 (EYFS) 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 Criminal Records Bureau in accordance with statutory requirements.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	N/A

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 five years of age: 1 adult : 8 children
- A minimum of two staff / adults are on duty at any one time
- 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 Pre-School. 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

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 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 criminal record checks through the Criminal Records Bureau (CRB) for staff and volunteers who will have unsupervised access to 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 CRB check

Changes to Staff

- We inform Ofsted of any changes in the person responsible for our Pre-School

Training and staff development

- Our Pre-School Practice Manager and Supervisor 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, through the Pre-School Learning Alliance and also external agencies
- Our Pre-School 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

Managing Staff Absences and Contingency Plans For Emergencies

- Our staff take their holiday breaks when the Pre-School is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Pre-School Practice Manager and Committee Chairperson with sufficient notice
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure that the staffing ratios are maintained
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment
- We have contingency plans to cover staff absences, as follows:

We contact other staff at the appropriate level to the member of staff who is absent that are not scheduled to work that session and ask them to provide cover.

OTHER USEFUL PRE-SCHOOL LEARNING ALLIANCE PUBLICATIONS

Employment in Early Years Settings (2007)

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

Next Review Date January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

Name of Signatory Kayte Terrett

Role of Signatory Chairperson – Woodham Mortimer Pre-School Chairperson