

Staffing and Employment Policy

Pre-school ensures that the adults providing day care in our setting are suitable to do so by ensuring that:

- All applicants for positions within Pre-school, whether voluntary or paid, are interviewed before an appointment is made. They must submit a full employment history, qualifications gained or working towards and the name of at least one referee. All references are followed up.
- An enhanced Disclosure and Barring check (DBS) is carried out for all new staff and regular volunteers. No member of staff or volunteer is left alone with children, nor are they allowed to undertake toileting duties, unless Preschool is in receipt of their Enhanced Criminal Record Certificate. A record of DBS Disclosures is kept in the 'Staff/Student/Volunteer/Committee Information File'.
- All staff, volunteers and students MUST declare any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. Including those of any person that they are living with as this may disqualify them by association. This is a legal requirement and non-disclosure could result in immediate dismissal.
- Staff must inform the preschool if there is any change in their circumstance that may affect their suitability to work in an Early Years setting.
- 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 the provider is satisfied that they are competent and responsible.
- Ofsted must be notified if there is a change of provider or person with direct responsibility for early years provision.
- Staff/adults/students directly working with children must not be under the influence of alcohol or any other substance which may affect their ability to care for children. (Refer to 'No Smoking, Alcohol and Drugs Policy')

Training and Staff Qualifications

Addlestone Pre-school will make sure that all staff have detailed job descriptions and that their qualifications are relevant to their post. Ongoing training is undertaken by all staff to keep up-to-date with latest good practice.

We will ensure that:

- Induction training includes information about emergency evacuation procedures, safeguarding, child protection, equality policy, plus health and safety issues.
- We put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.
- The Manager and Deputy have at least a level 3 qualification appropriate to the post.
- The Manager has at least 2 years' experience working in a day care setting.
- There is a named Deputy to take charge in the absence of the Manager.
- At least half of the staff hold a level 2 or 3 qualification appropriate for the care and development of children.
- All staff have induction training which includes Health & Safety, Child Protection Policies and Procedures in their first week.
- Records of staff training and qualifications are kept in Professional Development Portfolios. Staff training will be looked at termly to ensure continuing professional development.

Adult Child Ratios

In Pre-school we will ensure that staffing ratios are adhered by:

- Maintaining the following staff ratios;

1:4 children aged 2 - 3

1:8 children aged 3 - 4

These ratios include any children of staff or volunteers. Students on short term placements are not included in the staff ratio.

- Ensuring that staffing levels will be maintained during outings. Volunteers will be used to maintain ratios if necessary. Volunteers will be made aware of their duty of care, and restrictions with regard to child protection issues.
- Making sure that suitable contingency arrangements are in place to cover emergencies and unexpected staff absences.
- Informing parents and/or carers about staff deployment, and when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.