

Severn Beach Preschool

Staffing Policy

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 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 setting. 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 Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act.
- 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.
- We make it clear to applicants for posts within the playgroup that the position is exempt from the provisions of Rehabilitation of Offenders Act 1974.
- All applicants for work within the playgroup, whether voluntary or paid, will be interviewed before appointment is made. The interview will be used to explore child protection policies and issues.
- All applicants will be asked to provide two references. All such references will be followed up.
- In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All applicants, whether paid or voluntary, will be required to complete a self declaration medical statement.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the playgroup is confident that they can be safely entrusted with children.
- Applicants will need to provide proof of their right to work in the UK.

Payments to staff

- All staff, be they permanent, temporary or occasional helpers in the case of emergency will be paid via payroll.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.
- We have a named deputy who is able to take charge should the manager be absent for a prolonged period of time.

Managing staff absences and contingency plans for emergencies

- Where staff may need to take time off, for any reason, this is agreed with the Leader 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.

We have contingency plans to cover staff absences, please see the staffing emergency policy.