



# Heronswood Pre-School & Wraparound

## EMPLOYMENT AND STAFFING POLICY

We meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage, ensuring our staff are appropriately qualified. We carry out checks for criminal and other records through the Disclosure Barring Service in accordance with statutory requirements.

### Procedures

#### Ratios

- The number of staff/children ratio is as specified in the Welfare Requirements and will be observed at all times.
- A minimum of two staff will be 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.
- 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.
- Any vacant positions, including additional hours, may be offered to existing employees first, on an equal basis.
- All staff have job descriptions which sets 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 DBS 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.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before or at any time during their employment with Heronswood Pre-school and Wraparound..

#### Disqualification

- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification that person's employment with us will be terminated.

#### Training and staff development

- Our setting manager and deputy manager hold CACHE Level 3 Diploma in EYFS Practice or an equivalent qualification and a minimum of half of our staff hold at least a CACHE Level 2 Certificate in EYFS Practice, or an equivalent or higher qualification.



- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy, Acceptable Use Policy, Safeguarding Children and our Collection Policy. Other policies and procedures will be introduced within an induction plan.
- If employees are asked to attend training, the cost will be met by the company and the employee will be paid at their usual rate for the duration of the training. Travelling time will not be paid. If an employee wishes to attend training identified by them, they may receive help towards the costs and payment for their time, at the discretion of the manager, if the training is of value to the group and if the budget allows.
- 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**

- The manager and deputy manager organise staff leave so that ratios are not compromised in any way.
- Where staff wish to take time off for any reason other than sick leave or training, this is to be agreed with the manager or deputy, but only in exceptional circumstances.
- Sick leave is monitored and action is taken where necessary in accordance with the Staff Sickness Policy and Contract of Employment.

### **Rates of pay**

- Rates of pay will be determined by the Board of Governors. Amendments will be notified in writing by the Board of Governors.

### **Staff Uniform**

- There will be no uniform issued. All clothing, footwear and jewellery must be appropriate and practical.

**Policy written – February 2017**

**By Pat Croom – Pre-School Manager**

**Ratified by Governors – May 2017**

**Policy to be reviewed – February 2019**