



## **TCC Christian Pre-school**

### **Staffing and Employment Policy**

We provide a high 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 are checked for criminal and other records through the Disclosure and Barring Service and Vetting and Barring Scheme in accordance with statutory requirements.

#### **Procedures**

##### **Ratios**

- To meet this aim we use the following ratios of adult to child
  - children age 2 1 adult : 4 children
  - children age 3 – 7 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time
- We use a keyworker system 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 wellbeing and development in the setting. The key person meets with the parents/carers 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 which 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 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 imposing conditions or requirements that are not justifiable
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through Disclosure and Barring Service/Vetting and Barring Scheme 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 DBS check

##### **Changes of staff**

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

##### **Training and staff development**

- Our pre-school manager holds a level 5 qualification and deputy holds level 3 NVQ or an equivalent qualification and over of half our staff hold a level 3 or above certificate in Early Years qualifications

- We provide regular in-service training to all staff – whether paid or volunteers our setting 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 procedures and Safeguarding Children Child Protection Policy and procedures
- We support the work of our staff by holding regular meetings and appraisals
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service and Vetting and Barring Scheme for staff and volunteers who will have substantial access to children

**Managing staff absences and contingency plans for emergencies**

- Where staff need to take time off, for any reason other than sick leave or training, this is agreed with the manager with sufficient notice
- When staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratio are maintained
- Sick leave is monitored and action taken as necessary in accordance with the contract of employment
- If a member of staff is found to be or suspected of being intoxicated or under the influence of drugs or alcohol etc they will be suspended and a full enquiry will be held

1.3 Keeping safe	2.4 Key person	3.4 The wider context	
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**Other useful Preschool Learning Alliance publications**

- Employment in Early Years Settings (2007)

Signed .....Manager

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