



Staffing and Employment Policy

Statement of intent

St. Mark's preschool provides staffing ratio in line with the requirements of the reformed EYFS Safeguarding and Welfare Requirements to ensure that children have sufficient individual attention and to guarantee care and education of high quality. Our staff are appropriately qualified and we carry our checks for criminal and other records through the Criminal Records Bureau in line with statutory requirements.

Aims

To ensure that children below school age and their parents are offered high quality early years care and education in line with the requirements of the Early Years Foundation Stage

Methods

- To meet this aim we use the minimum ratios of adult to child: children aged three – seven years of age; 1 adult: 8 children and where possible we work 1 adult: 6 children
- A minimum of two staff are on duty at any one time.
- Only staff members over the age of 17 years old will be included within the ratio's
- We use a key person 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 well-being and development in the setting. The key person consults with the family informing them of their child's progress.

Staffing Structure

The Preschool Leader – Karen Attwater has overall responsibility for the Setting. Her named deputy – Michelle Osborne will take over these responsibilities in the Leader's absence.

Qualifications and Training

- The Preschool Leader and deputy have an NVQ level 3 in Children's Care, Learning and Development
- All Pre-school Practitioners hold an NVQ level 3 in Children's Care, Learning and Development or an NNEB.
- We provide regular in-service training to all staff through North Somerset and external agencies.
- Our settings budget allocates resources to training
- We provide staff with Induction training in the first few weeks and following months of employment with further continuous professional development taking place to meet both the needs of the member of staff and the setting. (Reference section 3.18 of the reformed EYFS Safeguarding and Welfare Requirements)

Meetings and Communication

Regular staff meetings are held to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time. Minutes for the staff meetings are kept in the Staff Meetings file.

Appraisals and standards

All staff will have job descriptions which set out their staff roles and responsibilities

- The work of all staff will be supported with three monthly supervision meetings and annual appraisals. Supervision meetings aim to foster a culture of mutual support, teamwork and continuous improvement. (Reference section 3.19 and 3.20 of the reformed EYFS Safeguarding and Welfare Requirements)
- A Health questionnaire is updated and compiled by each staff member prior to their annual review - the questionnaire is kept in their personal records

Recruitment

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection
- St. Mark's Preschool welcomes applications from all sections of the community. Applicants will be considered on the basis of 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 are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use the TMG to process all CRB checks that do not require processing by Ofsted
- The CRB disclosure number is recorded with the staff member's personal records.

Recruitment procedure

The procedure to be followed to recruit and appoint staff is:

- Our aim is to have level 3 as a minimum qualification in the Setting.
- Advertisements will be placed in the local press for any position requiring more than six hours employment.
- Job descriptions and applications form will be sent to all respondents with details of the closing date.
- Applicant who meet the predetermined criteria for the job will be invited for interview
- The interview will involve the candidate being invited to play with the children before the leader of the Pre-school conduct a formal interview
- If a suitable candidate is found they will be offered the job subject to references and CRB checks.
- The initial employment will be on a three month temporary contract to enable both parties to assess their suitability for the position offered.
- New employees will work under supervision until CRB checks and references are completed

Ensuring Suitable Persons are employed:

The Preschool Leader / Registered Person will interview and appoint staff as described in the recruitment procedure. She will also:

- Take up two references found on the application form.
- Process the appropriate CRB checks.
- Ask the candidate to complete the Health declaration prior to the job being offered.
- Initially employ the person on a temporary three month contract to ensure standards are met this will apply to all staff employed for more than one session (3 hours)
- Issue a full contract when both parties are happy to confirm that the position is suitable for the candidate and the setting.
- Records of these procedures will be kept in the staff member's' personal records

Ensuring continuity of staff as suitable persons:

- The Health Questionnaire will be updated and signed prior to each member of staff's annual appraisal
- In line with section 3.11 of the reformed EYFS Safeguarding and Welfare Requirements staff will be required to sign confirmation that they remain free of any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. (See page 4)
- On-going staff reviews and appraisals will promote professional development and highlight any cause for concern.

Changes in circumstances

Ofsted would be informed if:

- The leader should change
- any member of staff was dismissed due to child protection issues within 14 days of the provider becoming aware of the information (Reference section 3.15 of the reformed EYFS Safeguarding and Welfare Requirements)

Signed: -----

Policy Date: _____

Review Date: _____

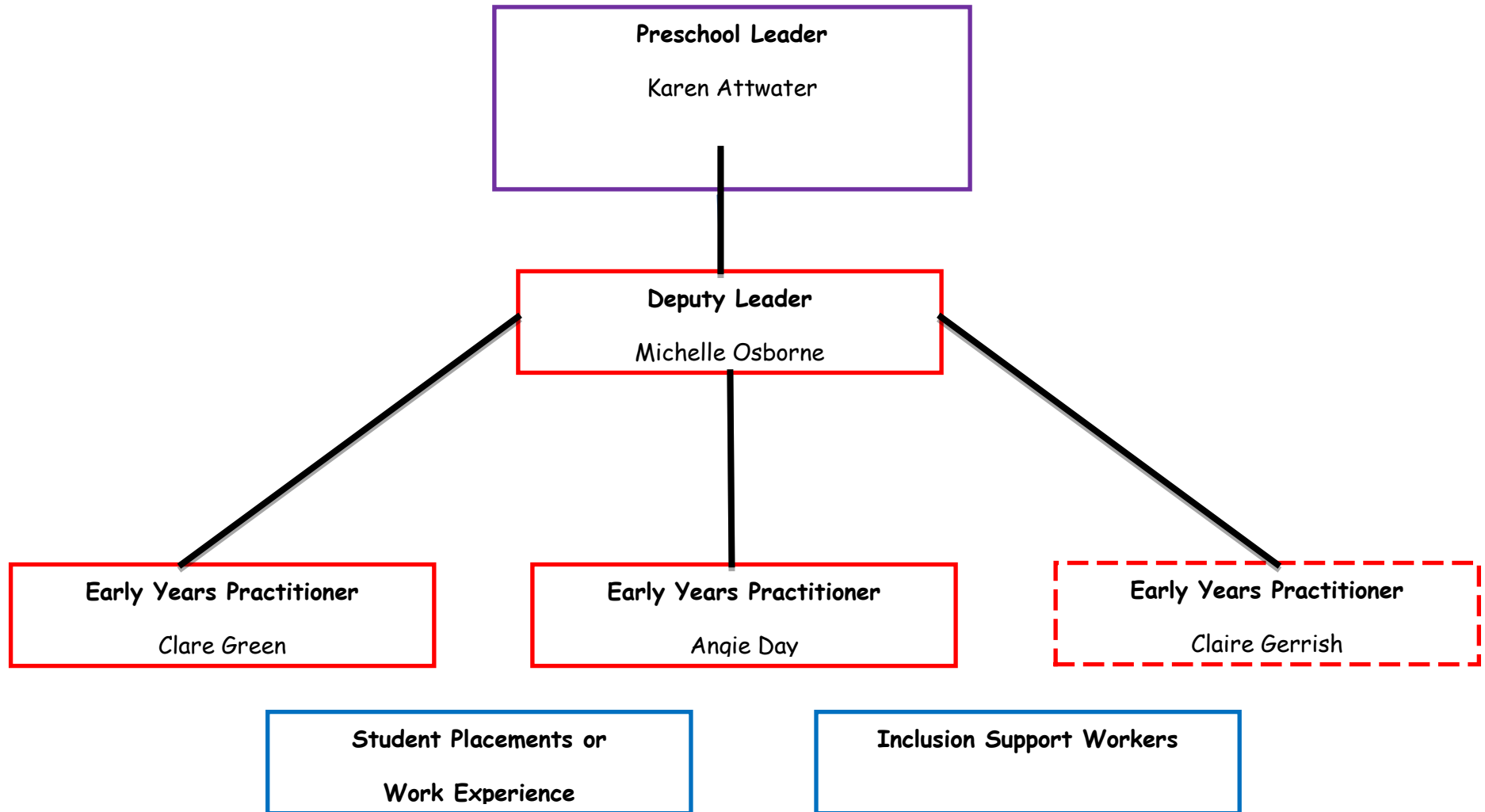


Ensuring continuity of staff as suitable persons

In line with section 3.11 of the reformed EYFS Safeguarding and Welfare Requirements I am signing to confirm that I remain free of any convictions, cautions, court orders, reprimands and warnings which may affect my suitability to work with children.

Signature	Print name	Date

Staffing Structure



Level 5 Qualification

Level 3 Qualification

Studying Level 3 Qualification

Temporary Position