

Employment



Employment and staffing

(Including vetting, contingency plans, training and development and home working)

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 enhanced criminal records and barred list checks through the Disclosure Barring Service in accordance with statutory requirements.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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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
 - children aged three to seven years of age: 1 adult: 8 children
 - at least one member of staff holds a full and relevant level 3 qualification
 - At least half of all other staff hold a full and relevant level 2 qualification.
- A minimum of three staff 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. The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.
- Our supervisor deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight or hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- Our staff, students and volunteers focus their attention on children at all times and do not spend time in social conversation with colleagues while they are working with children.
- 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, vacant positions are offered internally where appropriate before being advertised externally.
- 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 us imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure 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 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating various checks have been done, including the date and number of the enhanced DBS check.
- Applicants will be interviewed by a panel and would be made up of a representative from the committee (most likely the Chairperson) and a member of the staff team (most likely the supervisor).

Changes to staff

- We inform Ofsted of any changes in the Nominated Individual responsible for our setting, also any changes to committee and trustees.

Training and staff development

- Our pre-school supervisor plus a minimum of one other member of staff hold a recognised Level 3 early years qualification and a minimum of half of other staff hold a current Level 2 qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Early Years Alliance, EYR training, WSCC and external agencies.

- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Employment Handbook/Policy. Other policies and procedures will be introduced within an induction plan.
- 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

- Our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the supervisor 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, as follows:

Staff to arrange cover or phone supervisor by 7.30am to inform of illness so that alternative cover can be arranged, supervisor to arrange cover. In the event of all staff being unavailable and ratios not acceptable without cover, members of the committee to be contacted to help out. If the above not possible the setting would have no alternative but to close for the day, Chairperson to then be informed.

Home Working

Rudgwick Pre-school allows working from home for administrative duties where appropriate. Rudgwick Pre-school will agree to an employee working partly from home, provided that such an arrangement is suitable and is likely to achieve effective and efficient working by the employee. The provision of home working plays an important part in making it possible to attract and retain the best possible staff.

- All children's files will be signed out and stored in a safe secure place whilst off the premises, they will be transported securely from Pre-school to the Home.
- Due to the nature of childcare records, lists of names and addresses of children and other records must not be left on display when not working on them at home.
- Any information precluding to any child, which is kept on the computer will be stored in a password protected file.
- When working from home, workers must separate domestic and work activities as far as is practicably possible.
- All children's files will be signed back into the Setting on their return.

The benefits of home working for Rudgwick Pre-school includes:

- Staff attraction, retention and performance
- Promotion of the Charity as forward-thinking and able to embrace technology maintaining operational flexibility.

The benefits of home working to employees include:

- Promotion of work/life balance
- Flexibility
- Reduced stress.

Working at Home is not a contractual right.

Home working criteria:

Rudgwick Pre-school will consider the extent to which the employee holds the right personal qualities and skills suitable for home working in accordance with the following non-exhaustive criteria:

- Self-discipline and motivation
- The ability to work without direct supervision
- Level of experience
- The ability to manage time effectively and meet deadlines
- The ability to cope with the potentially conflicting demands of work and family

Rudgwick Pre-school reserves the right to amend the criteria at any stage as the operational needs of the charity dictate. The criteria will also be used to monitor the continued viability of home working.

Home working terms and conditions of service;

Paperwork undertaken at home will be paid at the minimum wage rate, on-line training at the individuals training rate.

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	<hr/> 19 th January 2023
Date to be reviewed	<hr/> 19 th January 2025
Signed on behalf of the management committee	<hr/> <i>William Baldwin</i>
Name of signatory	<hr/> William Baldwin
Role of signatory	<hr/> Chairperson

Other useful Pre-school Learning Alliance publications

- The New Early Years Employee Handbook (2016)
- Recruiting and Managing Employees (2010)