



Brenchley Pre-School Limited

Recruitment, Staffing & Employment Policy

A high adult child ratio is essential in providing good quality pre-school care.

At Brenchley Pre-School we ensure there is at least one member of staff for each eight children over 3 years, and at least one member of staff for each five children under 3 years. Due to our setting having three staff members with Early Years Teacher Status, we are able to have this staff member with 13 children alongside another member holding a Level 3 qualification, each with 8 children for children over 3. However, we do not deem this suitable and this will only become effective in an emergency situation.

The Registered Person and Manager is Sian Scovell. In the Manager's absence, the Deputy Supervisor is Helen Excell.

All staff have obtained an Enhanced DBS. Until this Disclosure is obtained, no staff will be allowed unsupervised access to children. Staff are informed that they 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 during their employment at the setting).

Staff looking after children have appropriate qualifications, training, skills and knowledge and we are happy to support staff to continue their on-going professional development. On our noticeboard all qualifications are listed under staff photographs for parental knowledge, certificates are displayed in the foyer,

We require all staff to attend child protection courses every three years (except the Designated & Deputy who attends every 2 years) and on-going dissemination of differing training courses are provided to ensure staff receive updated training on all aspects of policies, procedures, health and safety as well as every monthly staff meeting.

All staff are aware of all the Pre-School Policies and Procedures.

Induction training ensures that all staff have a clear understanding about their job roles and responsibilities. Annual staff appraisals are carried out to identify training needs of staff, and to ensure that these needs are met through a programme of training.

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Recruitment

Brenchley Pre-School Limited works within our Equal Opportunities Policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. We will try to employ the most suitable person for any vacancy that arises.

Staff Vacancies are advertised through advertisements in local newspapers. A basic job description / person specification is included in the advert. Job applicants are requested to telephone the Pre-school to discuss the position further with the Manager. All applications will be asked to complete an application Form.

All short listed applicants are invited to complete a shadow session at Brenchley Pre-School and attend an interview panel. At this interview, they will be asked to provide proof of qualifications and identity (ie passport, driving licence, etc).

A written job offer letter will ask all new employees to declare to the Pre-school all convictions and/or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so. When recruiting for the position of Manager or Deputy Manager, a medical suitability check will be required from their doctor.

From 2013, DBSs and references will always be obtained before a prospective employee is left in a position of responsibility. New employees are provided with job descriptions, confidentiality agreements and contracts that reflect the current nature of the post. All new positions are subject to a three months probationary period.

Unsuccessful applicants are informed, explanations for non employment will be given only if requested.

We have an induction procedure for new staff which includes going through policies, procedures, safeguarding and health and safety procedures. A monthly appraisal is carried out throughout the probationary period, with any training / supervision requirements addressed at this stage.

As per the Revised EYFS 2021, arrangements will be put in place for supervision of staff. Effective supervision provides support, coaching and training for the staff member. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

This should provide

- opportunities for staff to discuss any issues particularly concerning children' development or well-being, regular assistance in keyperson observation and planning to reach child's potential.
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness.

This Policy was reviewed at a Management Meeting held on Friday 1st September 2023



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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited