



Brenchley Pre-School Limited

Staffing Policy

Brenchley Pre-School is committed to ensuring the best possible environment for the children in its care. Safeguarding and promoting the welfare of children is our highest priority.

The Pre-School aims to recruit staff that share and understand our commitment to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

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.

The Pre-school will only accept applications from candidates completing our Application Form in full, CVs will not be accepted in substitution. A job description outlining their responsibilities will be sent to them. Brenchley Pre-School will make candidates aware that all posts in the school involve responsibility for safeguarding children.

Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. All interviews will have a panel of at least two people. Candidates invited must bring documents conforming any educational professional qualifications that are necessary or relevant for the post.

Successful applicants should be aware they are required to notify the Pre-School immediately if there are any reasons why they should not be working with children. The successful applicant will be required to complete an Enhanced Disclosure Form (DBS) for the position.

Any offer to a successful candidate will be conditional upon

- Receipt of at least two satisfactory references
- Verification of identity and qualifications including where appropriate evidence of the right to work in the UK.
- A satisfactory enhanced DBS check

Every new member of staff including students working in a temporary placement receives appropriate induction training they are made aware of all the Pre-School Policies and Procedures and essentially their responsibilities in being alert in child protection matters (See Child Protection Policy). 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.

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 both these staff members on a 1:13 ratios, 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.

Staff looking after children have appropriate qualifications, training, skills and knowledge and we are committed 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 undertake child protection training every three years (except the Designated persons 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 per the Early Years Foundation Stage (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. A Code of Conduct document has been produced for each staff member.

This should provide

- opportunities for staff to discuss any issues particularly concerning children' development or well-being,
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness.

Confidentiality

At Brenchley Pre-School all our staff have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act, Freedom of Information Act 2000 and the Human Rights Act. - (Please see our Confidentiality Policy)

If any parents are 'friends on social media, we explain to the staff that they must 'unfriend' them whilst their child is in attendance at the preschool.

Attendance

Working hours are stated in individual contracts. Should a member of staff not be able to come into work due to sickness etc, the Manager should be telephoned by 8 am so that cover can be sought. Do not use social media or texts if at all possible but speak directly to the Manager. Should you need to arrive later or leave earlier, please contact the Manager to ensure ratios are maintained.

Staff Taking Medication

- Medical advice needs to be taken to ensure that any medication that staff take will not affect their ability to care for children.
- All medication needs to be stored securely and out of reach of children at all times.
- Staff taking medication need to provide information to the Health & Safety Office of name of medicine and dosage.

Smoking

No smoking is allowed on site.

Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted save where in the case of alcohol at a school function or otherwise agreed when modest amounts of alcohol may be consumed.

Whistleblowing

If a staff member has concerns about the behavior or another member of staff towards a child he/she should report it at once to the Manager or Designated Safeguarding Officer or to the Chairman - Victoria Relle should it relate to the Manager. (Please see Whistleblowing Procedure)

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

Registered Office: Brenchley Road, Brenchley, Kent TN12 7NY
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