



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Employment and Staffing Policy

Policy Statement

At Hail Weston Pre-School 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 criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Ratios

To meet this aim we use the following ratios of adult to children ensuring statutory requirements are met:

- children aged two years of age: 1 adult : 4 children; and
 - children aged three to seven years of age: 1 adult : 8 children.
 - A minimum of two staff/adults 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.
 - 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.
- 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 our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and 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 that checks have been done, including the date and number of the enhanced DBS check.

Changes to staff

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

Training and staff development

- Our setting leader is Level 7 qualified with a Masters degree in early childhood education, the deputy hold a CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and the rest of our staff hold or are working towards a Level 2/3 or equivalent qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Cambridgeshire County Council, the Pre-school Learning Alliance and other external agencies.
- Our pre-school budget allocates resources to training.
- We provide staff induction training in the two weeks of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection 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 yearly 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

- We are a term time only setting and our staff take their holiday breaks when it is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Manager / Chairperson 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:

- In the first instance any available member of staff who is not rostered on will be approached. Failing this -
- The next step would be to approach members of the HWPAG committee to provide cover
- Should we fail to find enough cover from our ranks we would ask another setting if they have any suitably qualified spare staff available to cover
- If all else fails we will then have to reduce the number of children who can attend a session.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson