

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Little Elves Community Pre-School

Employment

Employment and staffing

(Including vetting, contingency plans, training and development)

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 criminal and other records through the Criminal Records Bureau 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	

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; 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.

- Key persons are allocated to children according to the number of sessions they will be able to spend with the child. A key person must be available for HALF the child's time as an absolute minimum.
- Should a child form a special bond with a member of staff who is not their key person, attempts will be made to change their key person.
- 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 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 our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau 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 CRB check.

Changes to staff

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

Training and staff development

- Our Manager Stephanie Charman holds EYPS (Early Years Professional Status). Our Deputy Manager Emma Spence is working towards her Level 5 Foundation Degree in Childcare and Education. Of our other staff, eight hold Level 3 qualifications and three hold Level 2 qualifications suitable for the delivery of EYFS (Early Years Foundation Stage) according to CWDC (Children's Workforce Development Council) criteria.

- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-School Learning Alliance 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 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 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

- Because we are a term time only setting, 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 manager 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:
 - Where staff are aware of future absence, e.g. dental appointments, children's school INSET days etc, they are responsible for arranging cover in advance. Where cover cannot be arranged, the absence will not be authorised.
 - Where staff are sick and unable to work the same day, they must notify the room leader on that day before 8am. The room leader will then telephone available staff to arrange cover.
 - Staff are requested to be as flexible as possible by being available to cover absences at short notice. This will be made clear to prospective staff at the interview stage.

This policy was adopted at a meeting of

Little Elves Community Pre-School

Held on

31 March 2011 (date)

Date to be reviewed

(date)

Signed on behalf of the management committee

Name of signatory

Victoria Rawlinson

Role of signatory (e.g. chair/owner)

Chairperson

