

# Employment and Staffing Policy



Shining Stars Nursery Policy

VERSION CONTROL SHEET

**POLICY NAME: Employment and Staffing Policy**

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Document date	Filename	Mtg submitted	Summary of changes required
01-09-12			New policy

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## Introduction

(Including vetting, contingency plans, training and development)

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. All new staff are subject to a probationary period.

Procedures.

## Ratios

- To meet this aim we use the following ratios of adult to children:
  - children under two years of age: 1 adult : 3 children;
  - children aged two years of age: 1 adult : 4 children; and
  - children aged three to eleven 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.
- The setting follows Plymouth City Council's 'Model Schools Recruitment and Selection Policy', as adopted by MAP (see appendices 3).
- 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. The setting follows MAP's policy on the Portability of CRB Disclosures (see appendices 4).
- 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. The setting follows MAP's policy on CRB Storage (see appendices 5).

### *Changes to staff*

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

### **Training and staff development**

- All staff hold appropriate qualifications for their role within the Nursery.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Local Authority Early Years Team and external agencies.
- 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**

- Our term time only staff take their holiday breaks outside of the academic term dates, when the setting holds its Holiday Clubs. 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.
- For our all year round staff, the Nursery Manager organises staff annual leave so that ratios are not compromised.
- 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.
- For emergency cover the setting uses agency staff from registered agencies.