



Employment

2.01 Employment and Staffing

(Including vetting, contingency plans, training and development)

Policy statement

We provide a staffing ratio in line with or above the Welfare requirements of the EYFS 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** in accordance with statutory requirements.

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
 - 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.
- Each child is allocated a key person who is responsible for completing the child's online Tapestry learning journal and for ensuring that the child is well cared for in the setting. If the child forms a relationship with a member of staff other than the key person we encourage this relationship and they work with the key person to support the child. The key person or Supervisor meets regularly with the family for discussion and consultation on the 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 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 provided they are sympathetic to the Christian ethos of the setting. 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.
- Once employed, staff will be expected to complete an annual declaration of any criminal charges/convictions against them during the previous year or since the most recent **DBS** check.

Changes to staff

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

Training and staff development

- Our Managers hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent or higher qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers.
- Our setting budget allocates resources to training.
- We provide basic staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children, young people and vulnerable adults and Child Protection Policy. 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

- Where staff may need to take time off for any reason this is agreed with the Supervisor or 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 coordinated by the managers.

Sick leave

- Staff are entitled to sick pay in line with government guidelines <https://www.gov.uk/employers-sick-pay/entitlement>
- During national pandemics, e.g. Covid 19, the Playschool will follow government guidelines issued at the time, with respect to sick pay, self-isolation and infection.

This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On	<u>28/09/2020</u>	(date)
Signed on behalf of the provider	<u></u>	
Name of signatory	<u>Clair England</u>	
Role of signatory (e.g. chair)	<u>Chair of Trustees</u>	