

## EMPLOYMENT

### Employment and Staffing

#### Statement of Intent

We provide 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 enhanced disclosure checks through the Disclosure Barring Service (some staff will have gone through the Criminal Records Bureau).

#### Procedures

##### *Ratios*

- [ We use the following ratios of adult to children:
  - Children aged two years of age: 1 adult: 4 children; and
  - Children aged three to five 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 each child has a named member of staff with who to form a relationship and who plans with the 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. The minutes from these meetings are emailed to all staff.

##### *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. These can be found in their personal files in the locked filing cabinet.
- [ 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 beliefs, ethnic origin or sexual

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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 checks through the Disclosure Barring Service for staff and volunteers who will have unsupervised access to children.
- [ 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/DBS.

### *Changes to Staff & Committee*

- [ We inform Ofsted of any changes in the person responsible for our setting within days.
- [ Any new committee members will go through the Ofsted registration process completing an EY2 form.

### *Training and Staff Development*

- [ Our settling leader has teacher status (EY Specialism) and a minimum of half of our staff hold an NVQ level 3 or Diploma level 3 in Early Years.
- [ We provide regular in-service training to all staff, whether paid staff or volunteers, through N-Somerset Early Years CPD and other external agencies.
- [ Our setting budget allocates resources to training.
- [ We provide staff induction training in the first week of employment. This induction includes reading all of our policies.
- [ 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 setting is term time only so our staff take their holiday breaks when the setting is closed. Where staff need to take time off for any reason other than sick leave or training, this is agreed with the pre-school leader 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.

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- [ Sick leave is monitored and action taken where necessary in accordance with the contract of employment.
- [ We have contingency plans to cover staff absences, as follows : Part time members of staff are asked to cover.

Signed .....

Date.....

Review Date.....