

Employment and staffing policy

(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 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; 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 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 formally 2-3 times with the family for discussion and consultation on their child's progress using the OPAL assessment system framework.
- We hold regular team / staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time. Information from training sessions is also shared.

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 Disclosure and Barring Service for staff and volunteers who may have unsupervised access to children.
- Employees will only have their employment confirmed officially following receipt of satisfactory DBS checks and references, even if these are received after the statutory three month probationary period has lapsed.
- 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 Headteacher and deputies hold as a minimum the CACHE Level 3 Diploma in Childcare and Education qualification and a minimum of half of our staff hold the CACHE Level 3 Certificate in Childcare and Education or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the London Borough of Barnet, Leo Baeck College

Department for Education, Early Years Alliance, NDNA and other external agencies.

- Our setting's 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

- 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 Headteacher 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:

Upon informing the Headteacher, the staff working part-time or regular supply staff will be asked to cover for staff sickness or absence.

This policy was adopted by FRS Kindergarten (name of provider)
On 26th February 2021 (date)
Date to be reviewed 25th February 2022 (date)
Signed on behalf of the provider

Name of signatory Emma Wohl
Role of signatory (e.g. chair, Headteacher
director or owner)