

Policy Name	Staff and Employment
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. All staff are appropriately qualified and are checked for criminal records through the Disclosure & Barring Service in accordance with Ofsted's requirements.

Aim

To ensure that children and their parents are offered high quality Pre-school care and education.

Method

- We have an adult to child ratio of 1:8 for children over three and 1:5 for those under three.
- Staff are required to have the appropriate qualification for their level of responsibility within the Pre-school. The Early Years Manager and Deputy Manager must hold a Level 3 qualification. All other staff are encouraged to achieve level 3 as well.
- Support is given to all staff to ensure that their training in all aspects of their job is up to date.
- New staff are assigned a Mentor and follow an induction programme.
- We regularly offer in service training to all staff and allocate a proportion of our budget to meet training costs.
- We operate a key person system, which means that each child has one particular member of staff who takes a special interest in them, is responsible for the completion of their Profile and for liaising with their parent/carer.
- The staff meet regularly to ensure the smooth running of activities, to ensure that findings from observations of individual children inform planning decisions and to discuss any organizational decisions.
- We are an equal opportunities organization and any vacancies are open equally to both men and women, with or without disabilities and from all religious, social and ethnic groups.
- Our Recruitment Policy is rigorous and we follow safer recruitment; applicants are encouraged to visit the setting prior to submitting their application, references are requested and all staff must be DBS checked before their contract is made permanent.
- All staff are expected to disclose any changes to personal circumstances that may affect their suitability to work with children such as, convictions, cautions, court orders, reprimands and warnings (whether received before or during their employment at the setting)
- Under GDPR Principles all staff must inform their manager or the Data Protection Lead of any change in their personal information.
- Termly supervision sessions are carried out for each member of staff.
- We encourage parent and carer involvement with our staff. We have frequent contact between parents, carers and key workers and by the participation of parents and staff in the work of the Management Committee and volunteering when appropriate.
- Staff take their holidays when the setting is closed.
- Where staff are ill and take sick leave in accordance with the terms of their contract, we organise cover so that ratios are maintained.
- Sick leave is monitored and action taken where necessary in accordance with the terms of staff contracts.
- If staff request leave for any other reason, they must do so in accordance with the terms of their contract.

This policy was reviewed and updated (where required) on ___17th January 2024 _____(date)

