



Spinney Pre-School Staffing and Employment Policy

Statement of intent

Spinney Pre School provide a staffing ratio well within the 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.

Aims

To ensure that children below school age and their parents are offered high quality early years care and education.

Methods

- Our minimum adult/child ratio is; under 3 years of age 1 adult to 4 children and over 3 years of age 1 adult to 8 children. This complies with/exceeds National Standards Guidelines. Spinney Pre School can have up to 20 children in the morning session with 3 members of staff and depending on the age of the children up to 16 children in the afternoons with 2 members of staff.
- We use a Keyperson system 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 Keyperson is available to meet regularly with the family for discussion and consultation on their child's progress if required too.
- 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.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. 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, gender re assignment, pregnancy, maternity leave, disability, 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 provide regular in-service training to all staff - whether paid staff or volunteers – through the Early Years Alliance and external agencies/Noodle Now.
- Our pre-school budget allocates resources to training.
- The Pre School Supervisor holds the D-NNEB, the Deputy Supervisor holds the NVQ3 in Child Care and Education and the Assistant holds the First class degree in Early Childhood and Education and a Post Graduate Certificate and Education (Primary 5-11 with Distinction with QTS).
- All staff have job descriptions which set out their staff roles and responsibilities
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy, Child Protection Policy and Safeguarding. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings.

Staff deployment:

Members of staff are deployed to meet the care and learning needs of children and to ensure their safety and well-being at all times.

- Two members of staff are on the premises before children are admitted in the morning and the end of the day.
- Only those staff aged 17 or over are included in ratios. Staff working as apprentices (aged 16 or over) may be included in the ratios if the setting Supervisor is satisfied that they are competent and responsible.
- At least one Paediatric First Aider must be on site at all times when children are present
- The Supervisor deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff and always within sight *or* hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.

- Staff plan their focus on activities
- Staff inform colleagues if they have to leave the room for any reason.
- There are generally two members of staff outside in the garden when it is being used, one of whom supervises climbing equipment that has been put out.
- The Supervisor may direct other members of staff to join those outside, if the numbers of children warrant additional staff.
- Staff focus their attention on the children at all times whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.
- Staff allow time for colleagues to engage in ‘sustained shared interaction’ with children and do not interrupt activities led by colleagues.
- Sufficient staff are available at story times to engage children.

DBS checks:

- We use Ofsted guidance on safer recruitment, obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who have substantial access to children.
- As an organisation using the Disclosure and Barring Service to assess applicant’s suitability for positions of trust. Spinney Pre School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with Spinney Pre School and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Spinney Pre School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.
- At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- Spinney Pre School never keep the copy of the DBS Check sent to us. We only record the disclosure number/issue date as requested by OFSTED.

This Policy was adopted at a meeting of the Pre-School held on (date) _____

Signed on behalf of the Pre-School _____