

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment and Staffing

(Including vetting, contingency plans, training and development)

Staff Equal Opportunity Policy Statement:

Crossbow Pre-school is committed to the principles and practice of equal opportunity. The pre-school wishes to promote equal opportunities to all in employment, irrespective of gender, race, ethnic origin, disability, age, nationally, national origin, sexuality, religion, martial status and social class. We oppose all forms of unlawful and unfair discrimination.

Our Commitment

- Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to equal opportunities in the pre-school is good management practice and makes sound business decisions.
- Breaches of the pre-school equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings.

Policy statement

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 Criminal Records Bureau in accordance with statutory requirements.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

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. (We strive to work to 1 adult: 6 children)
- A minimum of two staff/volunteers are on duty at any one time.
- A member of staff qualified to Level 3 or equivalent will always be active within the pre-school ratio with a supervisory role.
- We use a key worker 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 worker meets regularly with the family for discussion and consultation on their child's progress.
- Regular staff meetings are held 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 roles and responsibilities.
- Applications are welcomed 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 (at least two are required) and new staff members need to have their ID verified (two forms of ID are required which show name and address). Enhanced criminal record checks through the Criminal Records Bureau are required for all 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.
- All new staff are required to produce documentation that confirms they have the right to work in the UK.
- All records are kept which relate to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced CRB check.
- All permanent appointments will be subject to a six month probationary period and will be confirmed only if the pre-school (inclusive of the Management Committee) is confident that the applicant can be safely entrusted with the children.

Pre-school and Committee Partnership

- Regular meetings between the Manager and Chairperson and regular Committee meetings give opportunities to discuss numbers of children, numbers with special needs, numbers

per key worker, training needs and issues arising which assist in the smooth running and forward planning for the pre-school.

Changes to staff

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

Training and staff development

- The Leader of Crossbow Pre-school will hold an appropriate qualification for working in Early Years setting at Level 3 or above.
- The Deputy Leader of Crossbow Pre-school will hold an appropriate qualification for working in Early Years setting at Level 3.
- At least two members of staff will be qualified (DPP course or NVQ 2) or hold a similarly recognised qualification for working in pre-schools, or to be working towards a suitable qualification.
- At least two thirds of the staff have a current First Aid certificate or will be working towards one. The committee will fund this training.
- Regular in-service training is provided to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies. Details of relevant training courses are made available to all staff, parents and volunteers.
- Our setting budget allocates resources to training. In the recognition of the need for ongoing training, the pre-school committee will allocate money to cover training costs for staff. Where applicable funding will be sought from relevant organisations.
- 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 have regular staff meetings which provide opportunity for staff to undertake curriculum planning, evaluate plans and provision and to discuss individual children and their progress or difficulties.
- 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

- As Crossbow pre-school operates only in term, 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 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, as follows:

Please see Staff Sickness Policy.

Depending on how many children are on roll that day and if any under 3's are present the Manager will look at ratio's taking into account the absent member of staff. The manager will also look at volunteers due to come in that day.

If needed the Manager will contact Bank Staff, staff on days off and committee members to ensure that needed ratio's are maintained.

If staff absence arises without the required notice period staff will approach parents on arrival with their child looking for volunteers to take their child home informing parents that the missing day will be re-allocated on a day of mutual convenience.

The pre-school will close only as a last result. **Please see Session Closure Policy.**

This policy is fully supported by the committee.

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)