Staffing and Employment Policy and Procedure

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. Our staff are appropriately qualified and are checked for criminal records through the Disclosure and Barring Service in accordance with Ofsted's requirements.

As responsible adults outside children’s homes, the staff are in a position to observe children on a daily basis and to therefore spot physical or emotional signs that may indicate they are being abused. Normally this abuse will be occurring outside the school.

However this close interaction also makes staff vulnerable to allegations being made against them. We would conduct any investigation into professional abuse in a fair and consistent manner.

At Sunbeams we believe that reflecting on practice allows for staff to be supported and develop their own skills. This however, may open them to misinterpretation or indeed a form of peer on peer abuse. Any such concerns should be voiced immediately to the Pre-school leader or if this is inappropriate to a Committee member, whose names and numbers are located on the parent’s notice board. This will be actioned and dealt with immediately to stop any unnecessary escalation.

Please also refer to our whistleblowing policy and safeguarding policy.

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

Methods
- To meet this aim we follow the legal requirements laid out in the Statutory Framework for the minimum ratio of adult to child:
  - Children aged two years of age: 1 adult: 4 children
  - Children aged three - 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 system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold weekly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- Staff meet every Friday afternoon to review and plan.
- 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.
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 us imposing conditions or requirements which are not justifiable.

The Pre-school Leader and Senior practitioners shall hold a minimum of the National Vocational Qualification level 3 in Early Years Care and Education or an equivalent qualification and a minimum of half of our staff working at that time shall hold the National Vocational Qualification level 2 Certificate in Early Years Care and Education or an equivalent and relevant qualification.

We provide regular in-service training to all staff - whether paid staff or volunteers.

Our pre-school budget allocates resources to training.

A condition of employment will be that staff will agree to undertake training required by current legislation.

We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures, Security Policy and Safeguarding and Welfare of Children Policy and Procedures. Other policies and procedures will be introduced within an induction plan.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

We use safer recruitment policies and Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have regular access to children, prior to starting employment.

We support the work of our staff by holding regular supervision meetings and appraisals.

Appraisals will include self-declaration of probity and declaration of any long-term medication which may affect suitability for working with children.

Appraisals also include the opportunity for staff members to disclose any criminal convictions since their last appraisal.

Staff will also be asked at appraisals and throughout their employment to disclose any changes in personal circumstances which may have a detrimental effect on the setting or pose a threat to the safety and welfare of the children.

Staff performances are managed as required. We support professional development including training on the job.

In line with the new Early Years Foundation Stage Curriculum 2014, The Trustees/Committee are responsible for obtaining DBS for any newly appointed Leader after September 2012. It will be at the discretion of the Committee/Trustees whether to appoint the said person and discuss the suitability of the check, particularly in light of any criminal record disclosed. The correct procedure such as voting on any decisions will be the responsibility of the committee/trustees of Sunbeams Pre-school.

The Pre-school Leader will inform the named committee member for safe guarding of the result of all staff DBS checks.
Training and Development

- All employed staff will hold, or will be trained to, appropriate and relevant qualification levels according to the EYFS.
- Employed and volunteer staff will be given opportunities to undertake further training offered free of charge – or at subsidised cost – by the Early Years Partnership or the Pre-school Learning etc. to increase their knowledge and skills. There will also be opportunities for all staff to attend in-house training sessions.
- The Pre-school Leader is responsible for organising training plans including those legally required, such as First Aid, child protection and S.E.N. training.
- Other students engaged in bona fide early years training will be welcomed into Pre-school on work placements on the following conditions:
  ~ Their presence will not hinder or interrupt the work of the Pre-school;
  ~ Any information they learn about the children or families in the Pre-school must remain confidential;
  ~ Students will not be counted in the adult/child ratio or have unsupervised access to the children.

At Sunbeams we understand that continuous investment in training and development is essential to enable practitioners to achieve the high quality childcare that our Pre-school currently offers. We are constantly learning and therefore can further our knowledge with relevant training.

All Staff will be expected to attend any training at the request of the Pre-School Leader and the Committee. This will be in addition to the legally required training qualifications such as: Child protection, First aid, Basic food hygiene, Code of practice (SENCO) and Health and Safety in the workplace.

Staff shall be paid their hourly rate of pay for all training undertaken. However, this will be agreed by the Committee and Pre-School Leader to ensure that it is the correct training being undertaken to benefit the Pre-School.

Travel expenses for petrol or public transport may be claimed through the committee. Petrol expenses will be paid at a rate of 45P per mile; the mileage will be calculated from Sunbeams Pre-school by using the AA route planner. If public transport is used, a valid receipt must be produced for the claim.

Staff can fill in a travel expenses form and hand this to the treasurer who will reimburse them.

All training to be undertaken by staff (where the pre-school pays the training fee and the attendants wages for the time of training) must be agreed by the Committee and the Pre-school Leader.

Pre-school will be closed in conjunction with Radford Semele Primary School on their allocated training days - staff will not be paid on these days.
Training and development plans for all staff are kept on the premises and updated regularly to ensure all training requirements are met.

All training and development activities have stated objectives, measurable outcomes and are subject to formal recording and evaluation. Staff should complete their report on training within a week of attending the course and report to all staff at the next staff meeting.

Training needs are assessed during the supervision and appraisal process, carried out annually in January to ensure that employees have the relevant skills to carry out the duties of the post and to identify further areas of learning.

**Student Placement Policy**

**Statement of intent**
Sunbeams Pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by Pre-school settings. As part of our commitment to quality, we can offer placements to students undertaking early years' qualifications and training.

**Aim**
We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

**Methods**
- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with Sunbeams Pre-school to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed at Sunbeams Pre-school are not counted in our staffing ratios.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy and follow Child Protection Procedures for the Pre-school.
- All students will have a DBS check completed by the college.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study. We ask the tutor to ensure that any coursework does not break the confidentiality statement agreed between Sunbeams Pre-school and the student.
- We provide students, at the first session of their placement, with a short induction on how Sunbeams Pre-school is managed, how our sessions are organised and our policies and procedures.
• We communicate a positive message to students about the value of qualifications and training.
• We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the Pre-school.
• We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of children's development and activities.
• We will obtain a reference from tutors for students.

| This policy was adopted at a meeting of Sunbeams Pre-school, Radford Semele |
| Held on (date): 28th November 2016 |
| Signed on behalf of Sunbeams Pre-school | ........................................ |
| Review Date: July 2017 |
| Version Number: 11 |
| This policy was adopted at a meeting of Sunbeams Pre-school, Radford Semele |

The legal framework for all our policies are:
Children Act 1989, 2004 and 2006
Childcare Act 2006
Child Protection Record Keeping Guidance (WCC Education Safeguarding Service)
County Terrorism and Security Act 2015
Data Protection Act 1994 and 1998
Education Act 2002
Employment Equality (Religion or Belief) Regulations 2003
Equality Act 2010
Every Child Matters
Freedom of Information Act 2000
Health and Safety at Work Act 1974
Human Rights Act 1998
Keeping Children safe in Education 2015
Protection of Children Act 1999
Rehabilitation of Offenders Act 1974
Sex Discrimination Act 1975 and 1986
Special Education Needs and Disability Act 2001
Statutory Framework for the Early Years Foundation Stage 2014
The Early Years Foundation Stage
The Employment Equality (age) Regulations 2006
The Safeguarding Vulnerable Groups Act 2006
Working Together to Safeguard Children 2015
WSCB Inter-agency Safeguarding Procedures
Health and Safety at Work Act 1974
All other relevant health and safety legislation
British Standards
Health Protection Agency guidelines
EU Directives
Approved Codes of Practice and
HSE Guidance Documentation
COSHH