

**Employment and staffing Policy and Procedure**

***In conjunction with Recruitment Policy in Staff Handbook***

(Including vetting, contingency plans, training and development)

**Policy Statement**

We provide a staffing ratio in line with the Safeguarding and 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 Barring Service in accordance with statutory requirements. Staff are expected to disclose any convictions, cautions, court orders, reprimands and warning which may affect their suitability to work with children (whether received before or during their employment at Monty's Daycare). Monty's Daycare will not allow people whose suitability has not been checked, including through a DBS, to have unsupervised contact with any children at our setting.

**Procedures**

**Ratios**

- To meet this aim we use the following ratios of adult to children:
  - children under two years of age: 1 adult : 3 children;
  - children aged two years of age: 1 adult : 4 children; and
  - Children aged three to seven 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/guardians for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.
- 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.

**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 barring service for 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.
- 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**

- Seventy-five percent of our staff hold a level 3 or equivalent, excluding bank and lunch staff.
- Our setting budget allocates resources to training.
- All of our staff have a full induction in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children, Child Protection Policy and Equality of Opportunity 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, including initial probation review meetings. During these supervision meetings It is checked with staff if they are knowingly aware of any person they live with being disqualified.
- 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**

- At Monty's Daycare Emma Taylor (Nursery Manager) Kerry Allen (Nursery Deputy Manager), or Nikki Callis (Monty's Administrator) will organise staff annual leave so that ratios are not compromised.
- 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. Staff will be expected to complete a back to work form on returning.
- We have contingency plans to cover staff absences, as follows: As we are in a play centre and several of their staff have DBS's it may be possible to use those staff as Bank Staff, also as the management is super numary so may on occasion be used, agency staff may also need to be used and if this is the case they will go through a brief induction process on arrival.

### **Disqualification of registered providers (All)**

- In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or as a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of the children. In the event of disqualification of a person employed in early years provision, the provider must not continue to employ that person.

*This policy was revised during a meeting on 27<sup>th</sup> May 2015. Rachel Whitley (Nursery Director), Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Manager) were present.  
(Policy and procedure will be revised during the month of May 2016).*