

## **STAMPERS PRE-SCHOOL**

### **Staffing and employment policy (updated 30.3.16)**

#### **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 Data and Barring Service (DBS) in accordance with OFSTED's requirements. The Pre-School values its staff and volunteers and recognises that they are one of the most valuable assets of the setting.

#### **Aim**

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

#### **Method**

To meet this aim we use the following ratios of adult to child:

- children aged two years of age: 1 adult : 4 children
- children aged three 1 adult : 8 children
- A minimum of two staff with a NVQ 3 or above qualification are on duty at any one time.
- We use a keyperson system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- 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 and contracts, which are renewed annually.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, giving due regard to 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 minimum qualification we ask for is a NVQ level 2 qualification and/or recent, relevant experience. We encourage all staff to extend their qualifications to a level 3 or above.
- We provide regular in service training to all staff through the training offered by Northumberland County Council, as well as other sources eg Northumberland Safeguarding Children's board, and through cascading training at staff meetings. Training requirements are reviewed annually in a staff appraisal and as required during termly supervision.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. New staff are required to read all policies before they start, and all staff to read all policies every year.
- We require staff to abide by our policies at all times, and particular attention is drawn to the Confidentiality Policy, and the Safeguarding policy.
- We support the work of our staff by holding regular supervision meetings and appraisals.

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- This requires all applicants to complete an application form, be interviewed by no fewer than three members of the senior staff and/or management committee (in the case of the Pre-School leader, The Head Teacher of Stamfordham 1<sup>st</sup> School and 2 members of Stampers Committee), provide references, explain any employment gaps, complete a satisfactory Enhanced Criminal Records Bureau check and ensure their qualifications are accredited for work in the Early Years by the CWDC or The Department of Education.
- We use OFSTED guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who will have substantial access to children.

### **Protection of staff**

We expect all children and parents involved in our setting to respect the rights of our staff not to suffer abuse, either verbal or physical. Anyone who does not respect this basic right may be subject to exclusion from the building, the setting, or in extreme cases, to prosecution.