



Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

Staffing and Employment Policy

Statement of intent

We provide a staffing ratio in line with the requirements of the National Standards for Day Care 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.

Aim

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

Methods

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

- children aged two years of age: 1 adult : 4 children; and
- children aged three - five years of age: 1 adult : 6 children.

Students who are under the age of 17 cannot count towards the ratio. Those aged 17 and over who are on long term placements may be included in the ratios if the Pre-school leader is satisfied they are competent and responsible.

A minimum of two staff/adults are on duty at any one time.

We use a key person 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 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.

The Pre-school's leader will hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification and half of all other staff must hold a level 2.

We provide regular in-service training to all staff. Our setting budget allocates resources to training and staff are encouraged to improve their qualification levels where appropriate.

Annual staff appraisals are carried out to identify the training needs of staff and to further their professional development.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children and if they are taking medication which they believe may affect their ability to care for children, they should seek medical advice.

Recruitment Procedure

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

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

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, disability or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

Decisions of an applicant's suitability are made using evidence from references, their full employment history, their qualifications (where appropriate), interviews, identity checks and other checks such as medical suitability. References are always taken up prior to an offer of employment and we ask applicants to fully explain any gaps in their employment history on their application form. Potential applicants are informed that all posts are exempt from The Rehabilitation of Offenders Act (1974) and that all applicants will be required to obtain an Enhanced CRB Disclosure.

We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff, all committee members and any volunteers who help regularly and have substantial access to children. The Pre-school Leader ensures that only people who have undergone an enhanced CRB check have unsupervised contact with the children.

Records are kept of those people who have undergone a CRB check and the number and date of issue of the enhanced CRB disclosure is recorded.

We provide staff induction training in the first week of employment. This induction includes an introduction to all of the Pre-school's policies and procedures.

Policy Adopted on Behalf of the Pre-school Committee by:
(Chairperson)

Date: