



STAFFING AND EMPLOYMENT POLICY

Statement of Intent

We provide a staffing ratio in line with the Welfare Requirements of the Early Years Foundation Stage Framework 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 and Barring Service in accordance with statutory requirements.

Aims

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

Methods

- We have at least one member of staff to each eight children and more if there are younger children present.
- All our staff are provided with a written job description and contract of employment. Contracts are reviewed annually.
- The staff and Trustees work as a team; staff are invited to committee meetings and minutes are circulated.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin, sexual orientation, and disability.
- We aim to provide regular training to all staff, whether paid staff or volunteers through the Pre-School Learning Alliance and other external

agencies to ensure that all practitioners are aware of current safeguarding procedures.

- The Pre-school operates a no smoking policy and staff are prohibited from smoking whilst in uniform or whilst on the premises.
- Our pre-school's budget includes an allocation towards training costs.
- We support the work of our staff by holding regular meetings and staff appraisals annually.
- The Pre-school aims to ensure that all practitioners are not under the influence of alcohol or substances.
- A statement is included on the staff appraisal form, for staff to notify the Pre-school of any changes to their circumstances which would affect their suitability to work with children. This declaration is signed by each member of staff annually on appraisal.
- Ofsted will be notified within 14 days of any relevant information disqualifying a member of staff from working with children.

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- The Pre-school will take appropriate action to ensure the safety of children if relevant information disqualifying a member of staff's suitability to work with children is identified.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.
- If at any time an allegation of any kind be made against a member of staff, the member of staff would be removed from the setting and a full investigation held involving all concerned.
- If the staff member is found guilty then further appropriate action will be taken.
- During annual appraisals, staff will be asked to confirm their ongoing health suitability to work with children.

- If a member of staff is on prescribed medication, medical advice will be sought to confirm their suitability to work with children.
- If appropriate, staff medication will be kept out of children's access and will be clearly labelled in the original containers.

This policy was adopted at a meeting of Threemilestone Preschool CIO

Held on 2nd May 2018

Signed for and behalf of the pre-school

Trustee (Sarah Wallis)
Threemilestone Preschool CIO