



Employment - 4.1 Employment and Staffing

Table of contents

Policy Statement	1
Ratios and staffing procedure	2
Staff deployment	2
Managing staff absences and contingency plans for emergencies	2
Vetting and staff selection	2
Changes to staff	4
Induction	4
Supervision	4
Supporting staff welfare	5
Training and staff development	5
Student Placements	6
Guidance	7

Policy Statement

Starlings Preschool is a responsible employer, recognising our responsibility and legal obligations to our staff as well as the children and families of Starlings Preschool. As an organisation that employs people to work with children, we are required morally and by law to Safeguard children. By having robust safer recruitment policies and procedures in place, we minimise the risk of employing anyone who may pose a risk to children. Those responsible for recruitment need to demonstrate their understanding of safer recruitment practices and that these are followed when employing all staff not only early years' practitioners. Those responsible for organising, deploying and supervising staff recognise that the effectiveness with which these roles are carried out directly impact the safety of



children and the quality of their educational experience at Starlings Preschool, as well as the well-being of our employees and volunteers.

Ratios and staffing procedure

Starlings Preschool provides a staffing ratio in accordance with the Welfare requirements of the Early Years Foundation Stage Statutory Framework. To meet this aim we use the following ratios of adult to 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 must be present when children are on site. A minimum of three staff are deployed for each session to ensure this requirement can be met in an emergency, for example accompanying a child to hospital.

Staff deployment

The following issues are considered:

Number of children attending each session and their ages.

Additional requirements for children with additional needs.

A qualified first aider must be present at all times.

A manager or a deputy should be always present.

The DSL (Designated Safeguarding Lead) or deputy must be contactable when the setting is open.

Staff length of service, qualifications and experience.

Managing staff absences and contingency plans for emergencies

Staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.

Where staff are unwell and take sick leave in accordance with their contract of employment, we will organise cover to ensure ratios are maintained. A self-certification form must be completed upon return to work.

Sick leave is monitored and action is taken where necessary in accordance with the contract of employment. In order to cover sick leave, staff understand that they may be asked to cover at short notice. The manager may be considered in the ratios, where this is not already the case.



Vetting and staff selection

We promote equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. Applicants will be considered based on 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 and barring service for staff and volunteers. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme. DBS checks are renewed every five years, which exceeds our legal obligation. As DBS checks are obtained, staff are supplied with details of the update service. Where staff are enrolled on the Update service, the information on their certificate is checked every five years, using this service. This replaces the need to obtain a new DBS check.

Our recruitment process has been established to obtain a full history for candidates as follows:

1. Positions are advertised and this specifies the need for a clear DBS check and the necessary qualifications.
2. Applicants are provided with a full job description and must complete an application form. A CV alone is insufficient.
3. Interview. Questions are prepared in advance and any gaps in employment history must be explained. Understanding of and attitude to Safeguarding must be established. Interview notes must be retained.
4. References. A minimum of 2 must be obtained, including from the last employer. This must specifically ask about suitability to work with children. The authenticity of these are confirmed by phone, using numbers confirmed from websites.
5. Second interview or trial session, if required.
6. Position is offered subject to clear DBS.
7. Commence probation period once clear DBS seen. Induction interview to be carried out immediately with the safeguarding policy discussed.
8. Supervision interviews, half termly. We conclude the induction period after a minimum of 6 weeks. Safeguarding, first aid and other training booked as required.
9. Supervision interviews every half term.



Changes to staff

We inform Ofsted of any changes in the person responsible for our setting. We update website, parents and documents such as the Prospectus in a timely fashion with all staff changes.

Induction

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

Induction includes:

Introductions to all staff and volunteers, including management committee members.

Familiarising with the building, health and safety and fire procedures.

Ensuring our policies and procedures have been read and are carried out.

Introduction to parents, especially parents of allocated key children where appropriate.

Familiarising them with confidential information where applicable in relation to any key children.

Details of the tasks and daily routines to be completed.

The induction period lasts two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period.

Supervision Policy

The Early Years' Foundation Stage (September 2012 and subsequent revisions) places an increased emphasis on welfare and safeguarding standards, stipulating that regular staff supervision is now a statutory requirement. As we strive to improve outcomes for all children and families, and narrow the gap in achievement of vulnerable children, safe systems and the effective management of staff performance and well-being are of prime importance. It is important to embrace the process of supervision as an effective tool for supporting staff members, developing personal and professional skills and creating a culture of mutual support and teamwork.

Supervision will provide the following:

A named supervisor for all members of staff. Supervisor is currently Lesley Rust



Opportunities to raise any professional queries, to discuss career progression, to clarify roles, responsibilities and work tasks, to support performance management and to build their confidence in supporting children's development.

Opportunities for practitioners to raise any concerns that they might have about children in their care, and to receive support to help them deal with difficult or challenging situations at work.

Procedure

Responsibilities of supervisor

Meetings to be arranged at least half termly, with time and date provided in advance, where possible. The venue should be private and acceptable to the supervisee.

Cover the following topics as a minimum:

- Safeguarding
- Inclusion
- Personal development & training
- Developing learning and practice
- Staff wellbeing including issues of workload

Record the meeting and provide supervisee with copy.

Responsibilities of supervisee

Be ready to share their thoughts and ideas in the meeting.

Disclose any safeguarding concerns. Where employees feel they cannot share this with their supervisor, they understand their responsibility to share with the DSL, chair of committee, LADO or Child services.

Talk openly about what has gone well and what has been challenging.

Be prepared to plan and undertake training and other development activities as agreed with their supervisor.

Read and agree the notes from the meeting and carry out any required actions.

Supporting staff welfare

We will hold regular staff meetings to keep staff up to date with current information regarding Starlings Preschool and the wider professional environment, undertake curriculum planning and to discuss children's progress, and any issues that may arise from time to time. Staff are encouraged to contribute information and suggestions.



Staff are supported by regular supervision meeting with a member of the management team, where wellbeing and workload pressures are specifically discussed.

Training and staff development

Our setting manager and deputies hold a minimum of the CACHE Level 3 Diploma in Preschool Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 3 Certificate in Preschool Practice or an equivalent or higher qualification. We provide regular in-service training to all staff - whether paid staff or volunteers - through the Preschool Learning Alliance and external agencies.

Statutory training e.g. First Aid and Safeguarding will be paid for by Starlings Preschool. Further curriculum training will be offered and paid for by Starlings Preschool as required. Level 2 and 3 qualifications are normally expected to be self-funded, whether independently, by student loan, grant or bursary. Starlings Preschool will consider applications to help fund studies of Level 4 and above on a case-by-case basis. This support may be part or all of the cost of the course and will be conditional on the candidate remaining employed by Starlings Preschool for a minimum of 18 months after the qualification is achieved. Starlings Preschool will only support one candidate at a time and the onus is on motivated staff to approach the committee / management team.

Our setting budget allocates resources to training.

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.

Student Placements

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience. We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.



Procedures

Students must abide by our policies and procedures.

We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.

We require schools placing students with the setting to vouch for their good character.

We always supervise students and do not allow them to be unsupervised with the children.

Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.

Trainee staff employed by the setting may be included in the ratios if they are deemed competent.

We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

We provide students, at the first session of their placement, with our induction programme on how our setting is managed, how our sessions are organised and our policies and procedures. This emphasises the importance of confidentiality and our Safeguarding 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 that hinder the essential work of the setting.

We ensure that trainees and 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 co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

Guidance

EYFS Statutory Framework <https://www.foundationyears.org.uk/wp-content/uploads/2021/02/DRAFT-EYFS-Framework-for-comment-February-2021.pdf>

Employment Rights Act 1996 <https://www.legislation.gov.uk/ukpga/1996/18/contents>

National Minimum Wage Act 1998 <https://www.legislation.gov.uk/ukpga/1998/39/contents>

Employment Relations Act 1999 <https://www.legislation.gov.uk/ukpga/1999/26/contents>



STARLINGS PRESCHOOL

The Maternity and Parental Leave etc. Regulations 1999

<https://www.legislation.gov.uk/uksi/1999/3312/contents>

Part-Time Workers (Prevention of Less Favourable Treatment) Regulations

2000: <https://www.legislation.gov.uk/uksi/2000/1551/contents>

The Equality Act 2010 <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Safeguarding Vulnerable Groups Act 2006

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

Ofsted – Inspecting safeguarding in the early years

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills/inspecting-safeguarding-in-early-years-education-and-skills>

This policy was adopted by Starlings Preschool

On 6th September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson