

Crossways site: Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ 01454 867283 crossways@firststeppreschool.co.uk

www.firststeppreschool.co.uk

Play • Learn • Grow

Employment and Staffing Policy

Policy Statement

First Step Pre-school Ltd follow safer recruitment guidelines to safeguard and promote the welfare of young children. The Pre-school is committed to providing a supportive working environment for all its members of staff and to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. There is a strict safeguarding procedure to protect all children and young people in our care and we expect all staff, volunteers and students to share this commitment.

Ratios

- children aged two years of age: 1 adult : 4 children;
- children aged three to five years of age: 1 adult : 8 children. First Step Pre-school Ltd aim a ratio 1 adult : 6 children.
- A minimum of two staff are on duty at any one time. 1 adult must be qualified to level 3
- We use a key person approach to ensure that each child has a named member of staff with whom they can form a relationship and who plans with parents/carers for the child's well-being and development in the setting.
- We hold regular staff meetings where children's progress is discussed, including any achievements and any difficulties.

Safer Recruitment

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. See Equality and Diversity Policy
- New members of staff have job descriptions which set out the 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.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and 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.
- Staff will be asked to sign a declaration stating that they have no or any pending convictions, or a disqualification by association that may affect their suitability to work with children. This will be carried out at supervisions.

Disqualification by Association

In the event of disqualification of a person employed at First Step Pre-school Ltd, the Pre-school must not continue to employ that person. The setting must give Ofsted the following information:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- A certified copy of the relevant order (in relation to an order or conviction).

The information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information.

Changes to staff

• OFSTED are informed of changes to the Management Team.

Training and staff development

- Pre-school leaders will hold at least an NVQ3 in Early Years Education or an equivalent qualification.
- All staff will be Paediatric First Aid trained and new employees will be trained as soon as possible.
- We provide regular training for all staff.
- Training budget is available.
- An induction procedure is in place in the first week of employment. This induction includes Health and Safety Policy, Safeguarding Children and Child Protection Policy, Equality and Diversity and other policies and procedures will be introduced within the induction plan.
- Regular supervision meetings and appraisals to support staff
- Staff are made aware of all policies and know where to source them.
- Policies are reviewed by staff and committee.

Managing staff absences

- Where staff need to take time off other than sick leave or training, this needs to be in writing and agreed with the Management team.
- 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.

First Step Pre-school Committee name of setting

This policy was adopted at a meeting of Held on Date to be reviewed Signed on behalf of the management committee Name of signatory Role of signatory (e.g. chair/owner)

23/03/2022	(date)
	(date)

A signed copy is available to view at Pre-school