



## STAFFING POLICY

### Statement of intent:

Teston & Wateringbury Preschool ensures that the adults looking after the children are suitable to do so. We are committed to employing dedicated and enthusiastic staff who are appropriately qualified and checked for criminal records in accordance with Ofsted's requirements. We organise the staff, resources and environment to ensure we provide high quality care that meets the needs of the children.

### Aims:

The aim is to provide a rich learning experience for all children through high quality pre-school care and education.

### Methods:

#### Ratios

1. We meet the minimum requirements for adult:child ratios set out in the Statutory Framework for the EYFS and ensure that the needs of individual children being cared for are met. Children are supervised at all times.

Volunteers and students under the age of 17 are not counted towards the ratio and are supervised at all times. Students aged 17 or over who are on long-term placements may be included in the ratios if the provider is satisfied they are competent and responsible. However, they must still be supervised at all times unless they have satisfactorily completed the necessary Disclosure Barring Service Check (DBS) and are deemed suitable by the provider.

The ratio must be one adult per two children for outings unless parents are accompanying their children on the outing.

2. There are always at least three qualified members of staff on the premises and sufficient staff/volunteers to cover holidays, sickness, staff training and time spent with parents. We have a deputy manager who takes charge in the absence of the manager. We have a pool of suitable staff to cover staff absences and emergencies.

#### Key-worker

3. Each child is assigned a key-worker to support the child's development and to act as a key point of contact for the parents/carers of that child. This person also helps with the settling in process.

The key-worker is involved in any planning for the individual child's needs, and records information on the child's progress.

Information collected by the keyworker is shared with the child's parents or carers, and other workers, to ensure continuity, consistency and progression for the child.

## **Pay/Terms & Conditions**

4. Teston & Wateringbury Preschool pays appropriate salaries which are reviewed annually. We recognise the responsibility and skilled nature of working with children. Pre-school work is highly responsible, emotionally demanding and physically taxing. Our salary levels reflect this and are comparable to those of others working in local sessional pre-school services.
5. We comply with employment laws, anti-discriminatory legislation, health and safety legislation, data collection regulations and exercise our duty of care. These include the right:
  - Not to be discriminated against on grounds of race, sex or marriage;
  - To equal pay with members of the opposite sex doing similar work or work of a similar value;
  - To an itemised pay statement;
  - To statutory sick pay (if earnings exceed a specific amount each week);
  - To a safe working environment in line with the requirements of the Health and Safety at Work Act 1974 and subsequent regulations;
  - To reasonable time off for public duties (this need not be paid);
  - To paid time off for ante-natal care;
  - To belong to a trade union and take part in its activities;
  - Not to be unfairly dismissed for union activities.
6. A written statement of terms and conditions of employment gives information about the job title, pay, hours of work, holidays and holiday pay, sickness and sick pay, pensions, pension scheme and notice. It also tells the employee of any disciplinary rules which apply, indicates the person to contact if there is any grievance concerning the job and sets out the procedure for dealing with disciplinary decisions and grievance procedures. We will tell the employee of any changes in the terms and conditions of employment at least four weeks before they come into effect.
7. We operate the PAYE income tax system. All employees either produce a P45 form from their previous employer or sign a starter checklist form to say that the work with the pre-school is their only or main employment. If a P45 cannot be produced and the employee does not fit the conditions to sign a starter checklist form, the pre-school will register with the local Inland Revenue Office who will issue all the necessary forms and literature.

## **Recruitment and selection (incl. DBS checks)**

Our **Employment Procedure, Job Application Form** and **Core Interview Questions** can be found in **Appendix 2** of this policy.

8. The Trustees are involved in, and have responsibility for, the recruitment and selection of Staff.
9. Recruitment procedures are in accordance with the requirements of the Equality Act 2010, the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disabled Persons Act 1986.

We make employment decisions based on DBS checks, references, full employment history, qualifications, interviews, identity checks and any other checks deemed necessary. All potential employees are expected to declare all convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. The pre-school manager keeps a record of all completed checks.

10.
  - a) Staff are reminded of the importance of our Safeguarding Children and Equal Opportunities policies.
  - b) Efforts are always made to appoint staff and encourage volunteers who reflect the ethnicity of the community.
  - c) The Pre-school ensures that staff have respect for the racial origin, religious persuasion and cultural and linguistic background of each child when devising programmes of activity or any other aspects of care.
11. Unsuccessful applicants have the right to discuss their interview and know the reasons for their non-appointment.

### **Induction**

12. There is a probationary period and a planned induction programme for all new employees so that they have a clear understanding of their role and responsibilities within the pre-school. The induction programme includes evacuation procedures and health and safety issues. Until a new employee's suitability has been verified through the DBS checks, s/he is not permitted to have unsupervised contact with children who are being cared for.
13. Job descriptions – see **Appendix 1** – sets out the roles and responsibilities of staff.

### **Smoking/Alcohol**

14. No smoking is permitted at the pre-school and staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Those taking medication which they believe may affect their ability to care for children should seek medical advice.

### **Training**

15. Staff appraisals are carried out to identify the training needs of staff. We positively encourage continuous professional development and seek additional funding when necessary to fund training requirements. Staff also have regular staff meetings to discuss training needs, the care and development of the children, safeguarding, curriculum planning and other issues, (procedures, holidays, rotas, inventory).

### **Students**

16. We recognise that the quality and variety of work which goes on in pre-school makes it an ideal place for students. We welcome students on the following conditions:-
  - a. The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
  - b. Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities.
  - c. Students must abide by the group's policies and procedures and will be inducted on their first day by the manager/deputy manager. This includes evacuation procedure and health and safety issues.

- d. Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- e. Any information gained by the students about the children, families or other adults in the pre-school must remain confidential.
- f. Students must not smoke whilst working at the pre-school.
- g. Students under the age of 17 do not count towards the adult:child ratio and must be supervised at all times. Students aged 17 or over who are on long-term placements may be included in the ratios if the provider is satisfied they are competent and responsible. However, they must still be supervised at all times unless they have satisfactorily completed the necessary Disclosure Barring Service checks and are deemed suitable by the provider.

### **APPENDIX 3 - FURTHER GUIDELINES FOR CHILDREN AND YOUNG PEOPLE VISITING EARLY YEARS SETTINGS**

#### **Volunteers**

- 17. Volunteers do not have unsupervised access to the children. All trustees are DBS checked and on the up-date service. Trustees are given full details of their roles and responsibilities including the need to keep some information confidential.

#### **Information**

- 18. Information including the names and addresses of staff members, any volunteers and committee members as well as information about recruitment, training and qualifications is kept in the lockable grey cabinet on the premises. Keys are held by manager and deputy manager only.

#### **Mobile phones**

- 19. All mobile phones are kept in the kitchen for the duration of the session. Any calls must be answered in the kitchen area which is not accessible by the children.

#### **Social networking policy**

- 20. Staff and trustees must not engage in activities on the Internet which might bring our pre-school or its employees or trustees into disrepute. It is therefore not appropriate to share work-related or trustee information, whether written or pictorial, on social or professional networking sites such as Facebook, Twitter etc., blog sites or personal websites. Under no circumstances should comments be made about children, parents or other professionals that employees may come into contact with through work. At no time should photographs or materials be published that identify the setting or children, except where parents have given permission for their child's photo to appear on the pre-school's own website which is managed by the manager. Photos of staff may only be used on the Internet with the express permission of the staff members concerned.

Please also see: **Confidentiality and Privacy Policy**

## **APPENDIX 3**

The Children's Safeguards Unit and the Advisory Service Kent (ASK) have produced this guidance for Early Years Settings to assist staff in making suitable arrangements to ensure the children in their care are safeguarded, in the event a child or young person is present at the setting who would not normally be so. This is in response to direct requests from staff with specific child protection responsibilities and also as a result of the CSU becoming aware of a number of issues of concern which have arisen.

**The CSU are aware that on occasion staff members own children accompany them to work, for example through illness, during school holidays or because they have been excluded from school. Although this is neither ideal nor best practice, it is recognised that this is common practice for some early years provisions across Kent and at times is seen as necessary due to staff/children ratios.**

**Many settings will also regularly have young people carrying out work experience at the setting, to give students the opportunity to explore a career in child care. Whilst it is important students are able to continue to experience work placements, steps need to be taken to ensure these young people are suitable to work with children.**

Although it may be difficult for some people to accept, children and young people do engage in behaviours which are abusive towards other children. This should always be borne in mind when decisions are made as to the suitability of a child or young person being present in the setting.

The Early Years Foundation Stage Welfare Requirement 'Suitable Person' states that 'staff/volunteers/students under the age of 17 cannot count towards the ratio and must be supervised at all times' and that 'any care for older children must not adversely affect the care of children receiving early years provision'. It also reminds staff that volunteers should be given full information and guidance on their roles and responsibilities, as would be the case if they were in paid employment.

Below is a checklist to help you undertake a risk assessment and consider the suitability of allowing a child or young person access to your setting.

### **When children or young people are on Work Experience**

1. Does your liability insurance cover the presence of students on work experience placement?
2. Have you spoken with the Designated Person at the school or college to ascertain the suitability of that young person to work with children? Is there any risk that they may pose? (For example, a history of violent or sexualised behaviour towards other young people or children).
3. Is there anything that you should be aware of with regard to the young person and your duty of care to them whilst at the setting? (For example, a mental health problem).
4. Remember the school or college will have only considered the suitability and safety of you and your staff members in relation to their pupil; it is completely reasonable for you to carry out the same risk assessment for the safety of the children in your care.
5. What processes do you have in place in agreeing to offer a placement? Is there for example, an interview with a parent or carer if suggested by the school or college?

6. Have you considered undertaking an interview with the young person concerned? This will also help to prepare them for the process they would go through if they were to apply for paid employment.
7. How will you ensure the young person is **never** left unsupervised with the children? Can you be confident about this?
8. What procedures do you have in place to ensure that the young person is aware of expectations? For example, is there an induction that covers child protection, behaviour management and a code of conduct?

### **Children & Young People in the Setting Whilst Out of School**

1. Does your liability insurance cover you should an event arise?
2. What do you know about the child or young person's background and their suitability to be in the setting? Is there a risk of violent, aggressive or sexualised behaviour? Remember the child or young person's relative may paint a positive image which may not be wholly accurate.
3. Why is the child or young person not in school? If the child is unwell is it appropriate for that child to be in the setting; are they contagious? Have they been excluded from school? If so why? Again remember the child or young person's relative may paint a positive image which may not be wholly accurate.
4. Will the presence of the young person in the setting detract from the care of the pre-schoolers?
5. If child is 5 or under, does this impact on meeting the welfare requirements? For example, the conditions of registration and meeting ratio's?
6. How will you ensure the young person is **never** left unsupervised with the children? Can you be confident about this?
7. How will the young person know what is acceptable and appropriate behaviour in the setting?
8. Is your risk assessment and management of the young person robust enough to be scrutinised and justified should a child make an allegation against the young person?
9. How will the young person be made aware of and understand the CP policy, allegations policy and behaviour management policy.