

Staffing & Employment Policy

Updated 24th November 2015



Lollipops

Every Child Matters

Statement of intent

Our staff are appropriately qualified, their identity has been verified and are checked for criminal records through the Disclosing and Barring Service in accordance with OFSTED's requirements. We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

Aims

To ensure that children and their parents are offered high quality pre-school care and education. To meet this aim we follow the National standards of ratios of adults to children and ensure that all our staff have DBS checks.

Methods

All prospective staff will be asked to complete an application form and observation of a child on site to ensure their levels of literacy. If applicant has completed a CYPW apprenticeship they will be exempt from this as literacy forms part of their qualification.

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

We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any concerns, which may arise from time to time. Safeguarding is an agenda item at all meetings.

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

All staff have job descriptions, which set out their roles and responsibilities.

Information on pay, probationary period, dismissal, terms and conditions etc is noted in the employee's contract of employment.

We welcome applications from all sections of the community. We ensure that we receive two references for all prospective staff. 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. Applicants will not be placed at a disadvantage by us imposing conditions or requirements, which are not justifiable.

Our staff have relevant childcare and development qualifications current by attending regular training, knowledge sharing and required reading.

Our pre-school budget allocates resources to training.

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

Disclosures

All applicants and existing staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during employment, this is reviewed on an annual basis and kept in staff personnel files.



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All applicants must also disclose if they live in the same household as another person who is disqualified - this is on the application form and checked during interview.

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, ID checks and criminal record checks through the Disclosing & Barring Service for staff and volunteers who will have substantial access to children.

We check potential staff are eligible to work in the UK.

Grievances, if a situation/dispute arises for a member of staff about another member of staff or working practices they should first talk to the Manager either formally or informally. If the problem cannot be resolved or if the situation is regarding the Manager then they should speak to the setting owner Rachelle Harte. The problem will be resolved to every ones satisfaction using outside agencies if necessary.

Signed by

Date

Role of signatory

Witnessed by *S. Mason*

Date *24.11.2015*

Role of signatory