



Staffing & Employment Policy

Reviewed May 2021

Introduction

We have systems in place to ensure our staff are suitable to fulfil the requirements of their role.

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of high quality and first-class outcomes for our children.

Method

We have a Safer Recruitment Procedure which we follow when employing new staff.

We ensure our staff are appropriately qualified, their identity has been verified and are checked for criminal records through the Disclosing and Barring Service and overseas agencies if they have spent time abroad.

We update our staff DBS checks every three years.

Staff complete an annual declaration disclosing any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.

Staff complete an annual declaration disclosing if they take any medication or are suffering from any medical condition that may affect their ability to work with children.

Interviews are carried out by two members of the management team independently and discussed as a team before making a job offer.

We do not allow people whose suitability has not been checked to have unsupervised contact with our children.

All prospective staff will be asked to complete an application form on site to ensure their levels of literacy and that they are able to keep records in English.

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.

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.



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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 and keep their knowledge up to date by attending regular training, knowledge sharing, coaching 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.

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 check potential staff are eligible to work in the UK.

Authority

Michelle Bentham

Rachelle Harte

Acting Manager

Nominated Person