



## 27.1 Employment and staffing

(Including vetting, contingency plans, training and development)

### Policy statement

We provide a staffing ratio in line with the Safeguarding and Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau and Disclosure and Barring Service in accordance with statutory requirements.

### Procedures

- To meet this aim we use the following ratios of adults to children:

Children aged two years - 1 adult to 4 children.

Children aged three years and older - 1 adult to 8 children is the EYFS requirement but we aim to work at 1 adult to 6 children.

At least one member of staff has a full relevant level 4 qualification and other staff hold a full and relevant level 3 qualification.

- We use a Key Person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The Key Person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise. We use this opportunity to reflect on and review our practice and to discuss necessary improvements.

### Vetting and staff selection

- We work towards offering equality of opportunity for staff recruitment and selection. (Refer to policy 4.0 Equality of Opportunity)
- All staff have job descriptions which set out their 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. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

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- We use Ofsted guidance and refer to the Statutory Framework for the Early Years Foundation Stage on obtaining references, and enhanced criminal record checks through the Criminal Records Bureau or 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, including those demonstrating that checks have been done and the date and number of the enhanced CRB or DBS check.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children, whether received before, or at any time during, their employment with us. Completion of a Staff Disqualification Form is completed on an annual basis to support this.
- We follow the publication '*Safe Recruitment Best Practice Guidance. For Ofsted registered early years, childcare and playwork settings*' Suffolk County Council April 2013.

#### **Disqualification**

- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. Employment is suspended whilst investigations take place and in the event of disqualification, that person's employment will be terminated.

#### **Changes to staff**

- We inform Ofsted of any changes in the person responsible for our nursery.

#### **Training and staff development**

- We provide regular in-service training to all staff.
- Our setting's budget allocates resources to training.
- Regular supervision of staff provide staff with support and training and promotes the interests of the children. Supervision meetings also help to foster a culture of mutual support, teamwork and continuous improvement encouraging the confidential discussion of sensitive issues. Supervision provides opportunities for staff to discuss any issues – particularly concerning children's development or well being, identify solutions to address issues as they arise and receive support to improve their personal effectiveness.

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At Foxglove Montessori Nursery School we;

- Offer encouragement and support to achieve a high level of morale and motivation.
- Support staff to undertake appropriate training and provide professional development opportunities to ensure we offer quality learning and development experiences for children that continually improves.
- Promote teamwork through positive and open communication.
- Model best practice.
- Provide opportunities for delegation based on skills and expertise to offer recognition and challenge.
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings to discuss strategy, policy and curriculum planning.
- Encourage staff to further their experience and knowledge to those who are less experienced and disseminate knowledge from external training.
- Provide regular in-house training relevant to the needs of the nursery.
- Carry out ongoing supervision with all staff.
- Develop a continued professional development plan taking account of qualifications, the needs of the setting and of individual staff.
- Promote a positive learning culture within the setting.
- Provide staff induction training in the first week of employment including providing an induction plan. The induction includes the discussion of our Health and Safety Policy and Safeguarding Children and Child Protection Policy.
- Assign a mentor to any new member of staff for at least the first 6 months of their employment.
- Are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

#### **Staff taking medication/other substances**

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children safely and competently.
- Staff medication on the premises will be stored securely and kept out of the reach of children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work with the children and further action will be taken.

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### **Managing staff absences and contingency plans for emergencies**

- Our staff take their holiday breaks when the nursery is closed. In exceptional circumstances where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Principal with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. Cover is organised by the Principal or Deputy and staff should speak to one of them by 7.30am on the day of absence in order for this to happen. Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.

### **27.2 Induction of staff, volunteers and students**

We provide an induction for all staff, volunteers and students in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

#### **Procedures**

We have a written induction plan for all new staff, which includes the following:

- Introductions to all staff and volunteers.
- Familiarisation with the building, health and safety and fire and evacuation procedures.
- Ensuring our policies and procedures have been read, understood, signed and dated and are carried out including safeguarding, child protection equality and health and safety issues and policies.
- Introduction to parents, especially the 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.
- Each new member of staff or student is allocated a mentor who is responsible for supporting them through their first six months or placement at Foxglove Montessori Nursery School or for as long as deemed necessary.
- The induction period lasts one week. The Principal inducts new staff and students.
- 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 agreed probationary period.

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Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

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