

Banwell Buddies Staffing and Employment Policy

Statement of Intent

We provide a staffing ratio in line with the 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. Staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements. The appointment of both paid and unpaid staff is subject to a probationary period.

Aim

To ensure that children and their parents are offered high quality early years care, and education.

Method

- To meet this aim we use the following ratios of adult to child:
 - children aged two years of age: 1 adult : 4 children
 - children aged three and above: 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- Within the pre-school 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.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Newly appointed staff members remain supervised until a satisfactory DBS disclosure is received and until the completion of their induction period.
- All staff have job descriptions which set out their staff roles and responsibilities. The job descriptions are reviewed annually.
- 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.
- Our setting employs a minimum of half of our staff hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent or higher qualification.

- Our setting employs a Deputy Lead Early Years Educator who takes responsibility for the setting in the absence of the Lead Early Years Educator.
- In the absence of both the Lead Early Years Educator and the Deputy Early Years Educator, for example, when they may be required to attend multi professional meetings or training, the responsibility for the session is given to a suitably qualified and experienced staff member.
- All staff members have an up to date 12 hour Paediatric First Aid.
- Only staff members over the age of 17 years old will be included within the ratios.
- We have designated staff members with lead responsibility for: Safeguarding Children, Special Educational Needs, Disability and Inclusion; Behaviour Management and Health and Safety.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the North Somerset Council and external agencies.
- Our setting 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 Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- 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 and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children. Staff must disclose to us any criminal charges gained subsequently to their appointment.

Banwell Buddies meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been had the individual not left the setting first) because they had harmed a child, or put the child at risk of harm.

This Policy was adopted at the staff meeting of: Banwell Buddies

Held in: July 2019

Signed on behalf of the Committee:



Role of Signatory:

Chair of Management Committee