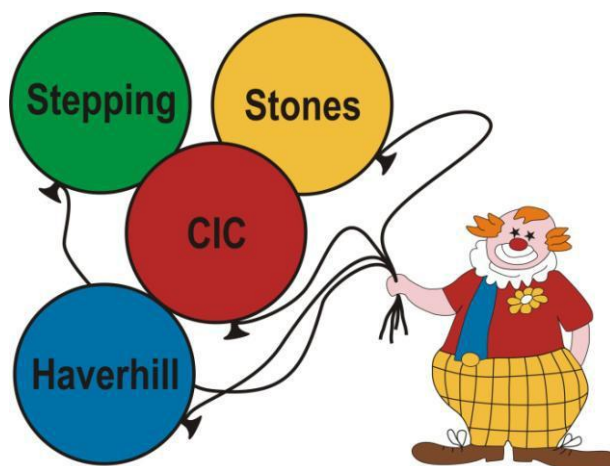


General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.



Employment

21. Employment and staffing (Including vetting, contingency plans, training and development)

Policy statement

We provide a staffing ratio in line with the 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 in accordance with statutory requirements.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

Procedures

Ratios

- To meet this **aim** we use the following ratios of adult to children:
 - children aged 0 – 2 years of age: 1 adult : 3 children; and
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three years of age or above: 1 adult : 8 children.

- 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 tries to meet 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.

Vetting and staff selection

- 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 staff 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.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure & Barring System 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, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

Changes to staff

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

Training and staff development

- Our setting leader, deputy and senior assistant holds minimum National vocational city and guilds level 3 qualification in childcare and education and other members of staff a Level 2 Certificate in Pre-school Practice.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through Suffolk County Council and external agencies.
- Our setting aims to allocate funding for 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 will be 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.

Managing staff absences and contingency plans for emergencies

All staff take their holiday breaks when the setting is closed, or they make sure that their shifts are covered. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice. All staff are classed as bank staff and this is stated in all staff contracts.

- The directors will help staff organise their annual leave so that ratios are not compromised.
- Where staff are unwell and take sick leave in accordance with their contract of employment, staff absent will organise cover to ensure ratios are maintained. See A – D
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- Our contingency plans to cover staff absences, as follows:

Staff will contact the supervisor of the session on the pre-school land line to let the supervisor know that:

- A. They will be absent
- B. That they have got their shift covered
- C. Who is covering their shift
- D. When they think they will be fit for work

Please note that all staff should read and be aware of the MASH & LADO posters within the setting.

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

Review:

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 21/07/2019 and acknowledged by staff electronically.