

St Marychurch Pre-school

Staffing and Employment Policy

Statement of intent

We provide a staffing ratio in line with the Welfare requirements to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our practitioners are appropriately qualified and we carry out criminal and other record checks through the Disbarring and Disclosure Service (DBS) in accordance with statutory requirements.

Aim

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

Methods

- To meet this aim we use the following ratios of adult to child:
 - children aged two years plus 1 adult : 4 children and
 - children aged three – five years of age 1 adult : 8 children
- A minimum of two practitioners/adults are on duty at any one time.
- We use a key person system to ensure that each child has a named practitioner 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 meetings for practitioners 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 recruitment of practitioners and selection.
- All practitioners have jobs descriptions which set out the roles of each practitioner and their 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.
- Our practitioners hold relevant qualifications.
- We provide regular in-service training to all practitioners – whether paid practitioners or volunteers – through the Pre-school Learning Alliance and external agencies.
- We provide induction training for all practitioners in the first week of employment. This induction includes our Health and Safety Policy and Child Safeguarding Policy. Other policies and procedures will be introduced within the induction plan which is to be completed within two weeks.
- We support the work of our practitioners by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing practitioners in accordance with all relevant legislation and best practice.

Ofsted

- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for practitioners and volunteers who will have substantial access to children.
- All records are kept relating to employment of practitioners and volunteers, including any checks carried out and the date and number of the enhanced DBS check is recorded in the files of the practitioners.
- Ofsted is informed of any changes in the registered person responsible for the day to day running of the setting.

Training

- Practitioners are supported and helped in their on-going training and development by regular monitoring and the appraisal system.

Emergencies, appointments, sickness and holidays

Practitioners take their holidays when the Pre-school is closed as the setting is term time only. If practitioners need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.

Should practitioners need to book dentist, hospital or other appointments then they are asked to do so during holiday times or outside of their hours of work. All urgent appointments need to be agreed with the manager.

Sick leave is taken by practitioners in accordance with their contract of employment and cover is arranged to maintain adult:child ratios. All sick leave is monitored and if necessary action is taken in accordance with the contract of employment.

Wages are paid monthly via the bank. Wage increases are considered at the AGM in July and in October in line with the minimum wage increase. Holiday pay of 4.55 weeks per annum is paid in the summer holidays.

All practitioners must abide by not smoking, nor be under the influence of alcohol or drugs during work hours or prior to commencement of the working day. As a member of the Pre-school each employee has individual responsibilities to maintain their reputation and the reputation of the Pre-school whether inside or outside of working hours.

St Marychurch Pre-school staffing and employment policy continued.....

Recruitment of Ex-offenders

This part of the staffing policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, St Marychurch Pre-school complies fully with the DBS Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

St Marychurch Pre-school is committed to the fair treatment of its practitioners, potential practitioners or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with St Marychurch Pre-school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows St Marychurch Pre-school to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in St Marychurch Pre-school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.