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Sacred Heart Pre-school

Heys Street  
Thornton-Cleveleys  
FY54HL

Tel: 07835711921  
EY 318019

**(31) Staffing and Employment (EYFS – 3.9-3.40)**

**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 enhanced background checks through the Disclosure Barring Service (DBS) in accordance with statutory requirements.

**Procedures**

*Safer recruitment*

We are committed to recruiting safely and we do so in a number of ways:

* We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection, however we do reserve the right to set out certain criteria we require for potential applicants.
* All staff have job descriptions, read upon application, 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 disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
* One guideline we have introduced, based on previous experience, is the disqualification of parents/grandparents of children currently on role with one year or more left in the setting. This decision was not made lightly, and it was imposed with the wellbeing of our staff and children in mind. Many previous staff members have worked with their children/grandchildren, however this has had limited success, so we reserve the right to not employ those people at that time. However, all are encouraged to apply if an opportunity arises once their children are in primary school. (This decision is legal, and advice has been sought from our local authority regarding it).
* We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure Barring Service (DBS) for staff and volunteers over 16 who will have access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006).
* 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 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.

*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. In the event of disqualification, that person’s employment with us will be terminated.

*Changes to staff*

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

*Training and staff development*

* One Manager holds a BA (Hons) Degree in Early Childhood Studies and holds a Level 3 Early Years Educator qualification, the other manager holds a Level 3 qualification and the Deputy holds a BA (Hons) Degree in Early Childhood Studies and holds a Level 3 Early Years qualification.
* One member of staff holds a full and relevant Level 4 qualification and 3 members of staff hold a full and relevant Level 3 qualification. We have one unqualified member of staff.
* We provide regular training to all staff - whether paid staff or volunteers – through NoodleNow!, Early Years Alliance, Local authority and external agencies.
* Our setting budget allocates resources to training.
* We provide staff induction training in the first week of employment. This induction includes introducing the staff member to our policies and procedures.
* 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.

*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 the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
* Staff medication on the premises will be stored securely and always kept out of reach of children.
* 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 directly with the children and further action will be taken.

*Managing staff absences and contingency plans for emergencies*

* In our settings, our staff take their holiday breaks when the setting is closed. 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. We organise cover to ensure ratios are maintained.
* Sick leave is monitored, and action is taken where necessary, in accordance with the contract of employment.
* We have contingency plans to cover staff absences, as follows:

We employ 8 staff and we run on 6-8 staff per session with most members working on the floor with the children. We employ 2 Managers at each session who are included in the ratios/on the floor and can always cover staff if needed. If staff have a day off, they can cover on their day off for sickness and training

**Ratios**

We use the following ratios of adult to children:

* We are maintaining the old statutory ratio of children aged two years: 1 adult, 4 children:
  + Two members of staff hold a full and relevant level 6 qualification; and
  + One member of staff holds a full and relevant level 4 qualification; and
  + four members of staff hold a full and relevant level 3 qualification.
  + One member of staff is unqualified.
* Children aged three years and over: 1 adult,: 8 children:
  + Two members of staff hold a full and relevant level 6 qualification; and
  + One member of staff holds a full and relevant level 4 qualification; and
  + four members of staff hold a full and relevant level 3 qualification.
  + One member of staff is unqualified.
* A minimum of two staff/adults are on duty at any one time.
* Each child is assigned a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with parents for the child's well-being and development in the setting. The key person communicates 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 refresh knowledge, discuss plans for the setting and liaise/collaborate about the needs of the children.

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**Policy adopted/implemented by SACRED HEART PRE-SCHOOL in:**

August 2023

**Date to be reviewed:**

August 2024

**Signed on behalf of management team:**

Chelsea Porter (Deputy) – 24/8/23

**Policy Reviewed:**

October 2023

**Signed on behalf of management team:**

Melissa Ball (Manager) 20/10/23

Chelsea Porter (Deputy) – 20/10/23

**Reviewed by:**

Hannah Curtis (Manager) - Sept 2024