

STAFFING AND EMPLOYMENT **(including vetting, contingency plans, training and development)**

We provide a staffing ratio in line with the statutory 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 Disclosure and Barring Service in accordance with statutory requirements.

Procedures

Ratios

- To meet this aim we use the following ratios of adults to children
 - Children aged two years of age: 1 adult to 4 children
 - Children aged three to five years: 1 adult to 8 children
- A minimum of two staff/adults are on duty at any one time
- 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.
- 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 that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the 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, 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 and deputy hold the CACHE level 3 Diploma in Pre-School Practice or an equivalent qualification and a minimum of half of our staff hold a level 2 Certificate in Pre-School practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff through different external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This includes our Health and Safety Policy and Safeguarding Children Policy. Other policies and procedures will be introduced with an induction plan.
- We support the work of our staff by regular appraisals.
- We hold 'supervision' talks on a termly basis
- 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

- In our nursery staff take their holiday breaks when the nursery 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.
- Where staff are unwell and take sick leave in accordance with their contract of employment, 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:
 - In the absence of both supervisor and deputy a level 3 qualified member of staff will be in charge.
 - In case of not enough staff available to cover staff absences we contact members of the Tonbridge Trailblazers collaboration to share available staff. If there are no staff available through the collaboration we will contact: Kent Top Temp (number in our staff file), who will provide vetted, DBS checked and level 3 qualified personnel to come in.

Induction of staff, volunteers and managers

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

- We have an induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members.
 - Familiarising with the building, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - Introduction to parents, especially 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.
- The induction period lasts two weeks. The manager inducts new staff and volunteers. The chairperson inducts new managers.
- 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 probationary period.