



Totterdown Preschool

Staffing and Employment Policy

Statement of intent

We provide staff ratios in line with the requirements of the Department for Education to ensure children have sufficient individual attention and to guarantee care and education of a high quality. All our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure Barring Service in accordance with statutory requirements. Totterdown Preschool value its staff and their volunteers, recognising that they are one of the most valuable assets of the preschool.

Aims

To provide a vibrant, nurturing and exciting preschool, that challenges the children, expands their knowledge and imagination and provides hours of fun and learning.

Methods

To meet this aim we use the following ratios of adult to child:

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| ❖ Children aged two years of age: | 1 adult : 4 children |
| ❖ Children aged three-four years of age: | 1 adult : 13 children (QTS status) |
| ❖ Children aged three-four years of age: | 1 adult : 8 children (non-QTS status) |
| ❖ Forest school aged three-four years of age: | 1 adult to 4 children (QTS status and Forest school qualified) |

In a full setting, a minimum of 4 staff are on duty at any one time.

- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship with. Children's learning journals are available online at all times. These are through Tapestry an online learning journal system. These records are made available for downloading by the parents when the child leaves-
- Our Staff are always available at the beginning / end of each session for parent queries.
- 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 as included in our Equal Opportunities policy.
- 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.
- Our setting Manager and Director are both Qualified Teachers with over 30 years of experience between them. Both of them specialised in the Early Years and hold QTS status.
- We provide the opportunity for staff to attend regular training via external and external agencies. Training requirements are reviewed annually in a staff appraisal and as required. If a staff member wants to undertake training that changes their qualification or is a long term addition to their qualification, and Totterdown Preschool agrees to either partly or fully pay the cost. An agreement will be put in place in the form of reconciliation for the cost ie a period of employment which will be applied and signed for. If this is not adhered to then Totterdown Preschool reserve the right to recover the full cost of the course undertaken.
- We provide staff induction training in the first week of employment and expect all staff to be familiar with our policies, these can be accessed through our website. Hard copies are available on request. Induction training includes information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.
- We support the work of our staff by holding regular, weekly staff meetings.
- We are committed to recruiting, appointing, employing and retaining staff in accordance with all relevant legislation and best practice. This requires all applicants to complete an application form, to be interviewed by no fewer than two members of the senior staff, provide references, explain any employment gaps and complete a satisfactory DBS check. Following successful completion of this process, successful applicants will be placed on a six-month probationary period, at which point feedback will be given and either a permanent place offered or notice given.
- Staff are responsible for keeping their DBS updated on the update service, and are required by law, to inform Totterdown Preschool of any changes in their circumstances ie health, personal information, or involvement with persons that have been accused/committed any offenses. Failure to do this is a breach of contract and disciplinary action, including instant dismissal, would take place.

- During employment at Totterdown Preschool, yearly appraisals will take place with the manager and deputy, where strengths and training opportunities will be discussed. Termly peer observations/supervisions will also be conducted by all members of staff on each other and strengths and next steps discussed. Ad-hoc supervisions will take place if, as soon as a situation, where it is warranted, occurs.
- We as Totterdown Preschool have taken the decision not to allow any babysitting or care of children on roll to take place outside of preschool hours. This is not only to safeguard the staff member but to also to stop any cross relationships forming. Any staff member who does take on babysitting will be subject to disciplinary action in the form of an ad-hoc supervision. They would also not be covered by any liability insurance that the preschool may hold.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure Barring Service (DBS) for all staff and volunteers.
- If staff are working for more than 6 hours in any one period they will be offered a 20 minute break away from the children.

Staff taking medication / other substances

- Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- If practitioners are taking medication which may affect their ability to care for children, those practitioners must seek medical advice.
- Providers **must** ensure that those practitioners only work directly with children if medical advice confirms that the medication is not likely to impair the staff members ability to look after the children properly. Totterdown Preschool reserve the right to send members of staff home if they are unfit to care for children.
- Staff medication on the premises must be securely stored and out of reach of the children, at all time

Protection of staff

We expect all children and parents involved in our setting to respect the rights of our staff not to suffer abuse, either verbal or physical. Anyone who does not respect the right may be subject to exclusion from the building, the setting, or in extreme cases, to prosecution.

Agreed by Claire Childs and Shamira Lumsden

Reviewed on August 2021

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: