



STAFFING AND EMPLOYMENT POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Liz Fellman/Gosia Rumsey
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	June 2010

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	June 2009	Checked against PSLA guidelines
1.1	July 2009	Small amendments

Statement of intent

LMPS aims to provide high quality care and education for children through employing appropriately qualified staff, by checking for criminal records through the Criminal Records Bureau and through a high staffing ratio.

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	

Methods

- Staff are deployed effectively within the premises to ensure the safety, welfare and development of children
- There are named deputies who are able to take charge in the absence of the supervisor
- The group size never exceeds 18 children
- The recommended ratio for children aged 3-5 is 1 adult to 8 children. For children aged 2, the recommended ratio is 1 adult to 4 children. We aim to meet or exceed these recommended ratios. We endeavour to have 3 members of staff present if there are 10 children or more at a session.
- We use a key worker system to ensure that each child and family has a named member of staff for discussion and consultation
- We hold regular staff meetings to undertake curriculum planning, to discuss children's progress and achievements and to review any difficulties or issues
- All staff have a job description which sets out their roles and responsibilities

Information about staff and volunteers

- We use Ofsted guidelines on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers
- Individual records are kept on the premises containing the names and address of staff members, volunteers and officers of the committee. This also includes information about recruitment, training and qualifications. This information is kept securely.
- At the beginning of each academic year, names and contact details are collected of volunteers to cover emergencies such as unexpected staff absence or sickness and to cover planned absence such as staff holidays or training courses

Training and Qualifications

- The pre school supervisor needs, as a minimum, an NVQ level 3 in Early Years or an equivalent qualification
- The deputy supervisors must hold at least an NVQ level 2 or equivalent and must be working towards their next level
- All staff must hold or be working towards qualifications appropriate for their position in the group
- Regular in-service training is available to all staff, both paid or volunteers

- The pre school budget allocates resources to training
- Training opportunities are discussed and all staff are encouraged to pursue appropriate courses. Staff are required to have a training and development plan, which is reviewed regularly.
- We hold annual appraisals
- We have a volunteer leaflet to guide volunteers about daily procedures

Recruitment

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice, as laid out in the Equality of Opportunity policy
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the job, regardless of age, gender, culture, marital status, ethnic origin, religion or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable

Staff Induction

- Staff induction training begins in the first week of employment and is completed as soon as possible. This induction includes Health and Safety and Child Protection
- A new staff checklist ensures that all areas of induction are completed
- All new members of staff will be given a set of pre school policies to become familiar with and they will take part in a fire drill in their first term
- A DC2 or a DC2a form will be completed for Ofsted and the CRB check
- Relevant training will be discussed and organised
- All new staff will be allocated a mentor for support and guidance
- A staff contract will be signed by both parties at the end of a satisfactory trial period, which is normally one month

Staff sickness

- If a member of staff is ill, the supervisor should be notified as soon as possible. The session supervisor will use the emergency contact sheet to contact a volunteer or alternative member of staff to cover the session. If cover cannot be found and adult: child ratios cannot be maintained, the pre-school will close for that session. At least half the members of staff must be qualified at each session.