

SECTION 2

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment and staffing

2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

Policy Statement

We provide a staffing ratio in line with the 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 checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

EYFS key themes and commitments

1.3 Keeping safe

2.4 Key person

3.4 The wider context

Procedures

Ratios

- To meet this aim we use the following ratios of adult to children:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three to seven years of age: 1 adult : 8 children.
 - In certain circumstances where a person with Early Years Professional Status is working directly with the children we will use the ratio of 1 adult : 13 children in line with the statutory requirements.
- A minimum of two staff/adults are on duty at any one time.
- At least one staff member is level 3 qualified with at least half of the remaining staff level 2 qualified.
- 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. The key person meets regularly with the family for discussion and consultation on their child's progress.

- 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 or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau 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 CRB check.
- In the event of disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision.
- Staff are required to declare all convictions/cautions/court orders which may disqualify them or affect their suitability to work with children as soon as they arise.
- In the event of a disqualification of a person employed in the early years provision, the provider must not continue to employ that person. Ofsted will be notified within 14 days.
- Staff are required to be suitable to work and not under the influence of any substances that may inhibit their ability to care appropriately for the children.
- Practitioners taking medication which could affect their ability to care for children should seek medical advice.
- The Manager must ensure that medical advice confirms that practitioners are able to look after children properly.
- Staff must not act in a way that would bring the reputation of Young Discoverers into disrepute, either during or outside of work hours.

Changes to staff

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

Training and staff development

- Our setting manager holds the Level 3 Diploma in Preschool Practice. Our deputy manager holds First Class BA (Hons) in Education Studies. The lead practitioner holds First Class BA (Hons) in Education Studies (currently undertaking EYP training). A minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification. (Full details of all staff training can be found in the 'Staff Training Log' and certificates displayed in the entrance hall).
- We provide regular training to all staff - whether paid staff or volunteers - through in-house training, Young In Herts and external agencies.
- We provide regular in-house training through in-set days and staff meetings / briefings.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- 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.

Managing staff absences and contingency plans for emergencies

- In term time only 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.
- 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.

This policy was adopted by

Young Discoverers

On

8 May 2013 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager