

Employment and Staffing

Management of Staff and Volunteers

Appraisals

Statement

We provide staffing ratios in line with the welfare requirements of the EYFS. Our staff are appropriately qualified and we carry out DBS and other safer recruitment checks in accordance with requirements.

We provide an induction for staff, volunteers and students.

Procedures

- We maintain ratios of 1 to 4 for two year olds and 1 to 8 for over threes. With the recent change to allow 1:5 ratio for two year olds, we take this into account when looking at staffing for each session, and apply this ratio on a risk assessed basis.
- A minimum of two adults are on duty at any time.
- We use a key person system.
- We hold regular staff meetings.
- Our staff take 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 management team.
- Where staff are unwell, we organise cover.

STAFF – Supervision

- The Suitable Person (Louise Mawditt – Supervisor) will be responsible to the Management Team and the Fountain of Life Church Council (Chair- Paul Wilkinson).
- The Suitable Person is responsible for all other staff, volunteers, students and visitors on the premises.
- The Named Person for the setting is Colette Wilkinson who is also the Safeguarding Lead for the Fountain of Life Church.

STAFF – Roles

- The Supervisor will be the SENCO, Lead Safeguarding, Equalities, one of the people responsible for First Aid and one of the nominated Fire Marshals.
- The other members of Staff will also be responsible for First Aid, and Fire Safety procedures and may also have specific responsibilities such as daily safety checks/ Health and Safety, so will receive training where necessary. The Supervisor/ Deputy Supervisor will ensure all the other members of staff receive Safeguarding training, First Aid, Step on/ Behaviour training and any other statutory training required to fulfill Ofsted Standards such as EAL training, Food Hygiene, EHAP, Prevent etc.
- The Supervisor is also responsible for all volunteers, students, and visitors to the pre-school.

- The staff and regular volunteers at First Steps Pre-school are our most valuable resource and it is only through their commitment and effort that good quality provision can be established and maintained. We are committed to provide training and opportunities for staff and volunteers.
- Our setting budget allocates resources to training.
- We recognize that regular training and monitoring of professional development is very important as it allows staff to keep up to date with current thinking and practice about child development issues.
- We feel it is very important to encourage volunteers to take up any training opportunities that arise.
- We aim to build on the person's strengths and address what they need to learn. Training may form part of a Personal Development Plan.

First Steps Pre-school is committed to provide for staff, and volunteers as applicable:

- Details of the pre-school vision and the Code of Conduct.
- A contract of employment;
 - Their job description.
- The Policies and Procedures, and Code of Conduct and asked to sign that they understand and are willing to abide by them.
- Copies of Safeguarding and Confidentiality policies are signed to show they have been read, understood and will abide by.
- Access to EYFS and other information required for planning and maintaining Development Records.
- A system of staff supervision, appraisals and personal/professional development.
- Staff/Volunteer files which will be kept at pre-school.
- A suitable Payroll Provider for processing staff pay, pensions and any payments such as SSP/Maternity in line with legal requirements.

Staff and Volunteer Induction

Staff induction will include – Health and Safety policy, Safeguarding policy. A second induction is used for staff who are in training for an Early Years award specifically to look at Development Records, Support Plans etc.

- We feel it is important to tailor the induction process to meet the needs of each individual. For example a volunteer will need a different sort of induction to someone who has worked with children before.
- New staff and volunteers will be shown the layout of the premises, pointing out fire exits and toilets.
- Structure of the group [management team].
- Explain the day to day running of the pre-school.

Information will be discussed such as:

- Working hours.
- Dress code.
- Policy regarding hot drinks.
- Personal mobile phone procedures.
- Staff complaint and disciplinary policy.
- Procedures regarding Enhanced Disclosures and references and what restrictions are enforced until all are received.
- Child Protection - all staff need to be aware of situations where they could be open to accusations, i.e. staff not being alone with a child even when checks are completed etc. Prevent Strategy – how we demonstrate this and systems for reporting concerns.
- Procedures for completing documentation eg. Accident/Incident/Visitors and Medical books.
- Reinforce the importance of CONFIDENTIALITY.
- How staff are aware of children's allergies and medical conditions.

- Procedures to follow if they are ill/unable to come to work.
- Procedure to be followed if a person other than a known parent/carer is collect the child.
- Health and Safety issues.

Appraisals

STAFF – Meetings and Appraisals

- After a session the Supervisor will provide an opportunity to discuss any concerns and positive highlights
- Regular team meetings will be held to discuss the progress of the children, staff development, curriculum planning or cascade training.
- Staff are given regular opportunities to meet with the supervisor to discuss any issues. The supervisor meets regularly for staff huddles with their line manager.
- The main objective of appraisals is to review staff's performance and potential and to identify suitable and appropriate training and development needs.
 - The appraisal process will be used to build up a Personal Development Plan.
 - Appraisals will be an annual meeting between staff and management to discuss future development.
- Joint Observations, specific staff targets and Peer Observations may also form part of the Appraisal.

Personal Development Plan

- P.D.P is a continuous process to ensure that staff needs are both identified and acted upon.
- It is a joint responsibility of both the member of staff and the supervisor.
- This is a two-way process.

Staff supervisions will take place at regular intervals including a safeguarding element.

Staff meetings

- Staff meeting will take place once a half term for information sharing and discussion on work issues.
- Weekly team meetings will take place for curriculum planning, staff development and discussions on the progress of the children although these may be informal.
- A quick briefing at the end of the session to discuss any concerns/issues or any highlight.

Contingency arrangement

- We will attempt to obtain a pool of suitable persons that have been DBS checked and have the relevant qualifications for relief work.
- Ofsted will be notified of any changes in the person responsible for the setting.
- It may be necessary to re-group the children i.e. children will not have access to room 1.
- If the pre-school is to closed for any reason during normal session times, parents will be notified by phone.
- It is important that the number of children at the pre-school are monitored at all times; this to ensure that the correct staffing ratios are in place.
- AT ALL TIMES SUFFICIENT STAFF WILL BE WITH THE CHILDREN

Training Opportunities

- Support given to staff to overcome any problems they may have in attending or accessing training.
- We will expect the staff to attend the core courses.

Staff with English as a Second Language

- We will ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. Staff must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.

See also

- Volunteers and Visitors Policy**
- Staff Absence Policy**
- Code of Conduct**
- Staff Recruitment, Selection and Training**
- Staff Supervision**
- Staff Behaviour**
- Mentoring Guidelines**