

051 **Employment policy**

(Including suitability, training and development; contingency plans in case of staff absence)

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements. We comply as a minimum with our statutory obligations on child ratios, as set out in the Statutory Framework.

Legal framework

Statutory Framework for the Early Years Foundation Stage 2017

Procedures

Vetting and staff selection

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. Please see 050 GEP recruitment procedure for further information.

All staff have job descriptions, which set out their 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 disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. 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 DBS 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.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.

Staffing

Grindleford and Eyam Playgroup's (GEP) staffing is carefully planned to ensure that the children receive a high standard of care, and are safe and secure at all times. We comply as a minimum with the staffing ratios required by the Statutory Framework for the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

We inform parents which staff are working each day. The Supervisor would explain any changes to our normal staffing and introduce new staff.

Each child is assigned a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person 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 and offers support in guiding their development at home.

Training and staff development

The *Statutory Framework for the Early Years Foundation Stage* sets out the requirements for staff/child ratios in settings delivering the Early Years Foundation Stage and the qualification levels that practitioners must

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hold. Our setting Supervisor and deputy hold a full and relevant qualification at Level 3 or higher and a minimum of half of our staff hold a full and relevant qualification at Level 2 or higher.

We provide regular in-service training to all staff - whether paid staff or volunteers - through the Derbyshire County Council Early Years Children and Younger Adults Integrated Workforce Development programme, the Early Years Alliance and external agencies. 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 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.

Staff taking medication/other substances

If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Staff medication on the premises will be stored securely and kept out of reach of the children at all times.

If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken in line with our disciplinary procedure.

Managing staff absences and contingency plans for emergencies

We maintain a list of supply staff (including volunteers) who are DBS checked who can provide cover at short notice.

Staff must aim to inform the Supervisor the evening before or as early as possible on the morning of absence.

Responsibility for managing our procedure for maintaining ratios in the case of staff absence lies with the Supervisor with support from the Chair of GEP Management Committee.

Procedure followed in the case of staff absence:

- Check to see if the staff: child ratios are affected by the absent staff member.
- Ensure that adequate qualified staff and those holding paediatric First Aid, Child protection and food hygiene training are available for the session within the remaining staff members on duty.
- Check register/diary for any children on visits or requests for extra sessions – cancel or rearrange these as appropriate to avoid compromising ratios.
- Check if outdoor based activities, such as forest school/woodland adventure can be organised to use fewer staff.
- If the staff ratio cannot be adequately maintained during the session the Supervisor would contact suitable staff members from the supply list.
- If there is no supply staff available the Supervisor should inform the Chair of the GEP Management Committee and request support from committee members.
- If child ratios are affected, to the extent that the quality of care and safety and security of the children cannot be maintained, the Supervisor/Chair will request that parents stay on a voluntary basis until the situation is resolved.
- In we are unable to meet the staff ratio requirements then as a last resort the Supervisor will ask parents to take children home using the guidelines below. If this does not resolve the situation the session will be cancelled and all children will be sent home.

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- Guidelines for sending children home on a voluntary basis:
 - Children who are not in receipt of the Early Years Free Entitlement whose parents are already in setting
 - Children who are not in receipt of the Early Years Free Entitlement whose parents can be contacted and are able to collect their child
 - Children in receipt of the Early Years Free Entitlement whose parents are already in setting
 - Children in receipt of the Early Years Free Entitlement whose parents can be contacted and are able to collect their child

Changes to staff

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

Disqualification

Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

This policy was adopted at a meeting of Grindleford and Eyam Playgroup

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory: