

# TIDDLYWINKS

## Staffing and Employment policy

(Including suitability, contingency plans, training and development)

### Staffing Policy statement

We provide a staffing ratio in line with the safeguarding and 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 the statutory requirements.

### Procedures

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

- \* Children under two years of age: 1 adult: 3 children or 8 points each child
- \* Children aged two years of age: 1 adult: 4 children or 6 points each child
- \* Children aged three years and over: 1 adult: 8 children or 3 points each child
- \* At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff hold a full and relevant level 2 qualification.
- \* A minimum of two staff / adults are on duty at any one time.

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 their child's well-being and development in the setting. The key person meets with the family for discussion and advice on their child progress and offers support in guiding their development at home. We hold regular staff meetings or discussion's to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

## Employment 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 Criminal Records Bureau in accordance with statutory requirements.

### Procedures

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment Vetting and staff 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 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 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.
- 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.

## **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.

## **Changes to staff**

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

## **Training and staff development**

- Our setting owner / leader hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers.
- 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 staff 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.

## **Managing staff absences and contingency plans for emergencies**

- Our staff take their holiday breaks when the setting is closed as we are a term time only setting. 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 we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary.
- We have contingency plans to cover staff absences, as follows:

We have a list of helpers which have enhanced CRB check to access when needed these are made up from past parents of children that attended tiddlywinks , also current parents are willing to volunteer their time ensuring no unsupervised access to the children.

**Signed** .....

**Date** .....

**Review** .....