



2. Staffing Policy

Our designated member(s) of staff responsible for this area:

Owners: Jayne Desmond, Megan Desmond

Supervisor: Jayne Desmond

Deputy:

This policy was adopted on 25th April 2016

Contents

	Page	
2.1	Employment	3
	• Vetting and staff selection	3
	• Disqualification	3
	• Changes to staff	3
	• Training and staff development	3
	• Staff taking medication/other substances	4
	• Managing staff absences and contingency plans for emergencies	4
2.2	Student placements	4
2.3	Induction of staff, volunteers and managers	5
2.4	Staff: Child ratios	6
2.5	First Aid	7

Suitable People

2.1 Employment

(Including suitability, contingency plans, training and development)

Policy statement

Our setting 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 Baring Service in accordance with statutory requirements.

Procedures

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 Disclosure and Baring Service 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.

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 supervisor and deputy hold the minimum requirement of a CACHE Level 3 Diploma in Children and Young People's Workforce or an equivalent qualification or higher 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 - through external agencies and in-house training and 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.

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. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the managers 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.

2.2 Student placements

Our setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

Our setting aims to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

We require students on qualification courses to meet the 'Suitable People' requirements of Ofsted and undertake a DBS check, if appropriate.

We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.

We require schools placing students under the age of 17 years with the setting to vouch for their good character.

We supervise students under the age of 17 years at all times and no student is allowed to have unsupervised access to children.

Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.

Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent.

We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

We require students to keep to our Confidentiality Policy.

We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.

We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

We communicate a positive message to students about the value of qualifications and training.

We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.

We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

2.3 Induction of staff, volunteers and managers

Policy Statement

Our setting provide an induction for all staff, volunteers, trainees and students in order to fully brief them about the setting, child protection, health and safety, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

Our setting has a written induction plan for all new staff, which includes the following:

- Introductions to all staff and volunteers, including management members where appropriate.
- Familiarising with the building, health and safety and fire and evacuation procedures.
- Ensuring our policies and procedures have been received and are carried out.
- Introduction to parents, especially parents of allocated key children where appropriate.

- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.

The induction period for staff members lasts at least 2 weeks and. The supervisor and/or manager inducts new staff and volunteers.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period.

2.4 Staff:Child Ratios

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 Disclosure and Baring Service in accordance with statutory requirements.

Procedures

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

- Children aged two years : 1 adult: 4 children:
 - At least one member of staff holds a full and relevant level 3 qualification; and
 - At least half of all the other staff hold a full and relevant level 2 qualification.
- Children aged three years and over: 1 adult: 8 children:
 - At least one member of staff holds a full and relevant level 3 qualification; and
 - At least half of all the other staff hold a full and relevant level 2 qualification.
- A minimum of two staff/adults are on duty at any one time.
- 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.
- 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.

2.5 First aid

Policy Statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. Our setting encourages all staff members to gain a first aid qualification. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for your children.

Procedures

The First Aid Kit

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages (at least 1 being sterile) x 4
- Sterile dressings (small x3, medium x 3, large x3)
- Composite pack containing 20 assorted (individually wrapped) plasters x1
- Sterile eye pads (with bandage or attachment) e.g. No. 16 dressing x2
- Container of 6 safety pins x1
- Guidance card as recommended by HSE x1

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves
- 1 disposable apron
- A children's forehead 'strip' thermometer.

The first aid box is easily accessible to adults and is kept out of the reach of children.

No un-prescribed medication is given to children, parents or staff.

At the time of admission to the setting, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.