

Ravenside Pre-School

STAFFING

General Legal Requirements

- *Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.*
- *Adults looking after children must have appropriate qualifications, training, skills and knowledge.*
- *Staffing arrangements must be organised to ensure safety and to meet the needs of the children.*
- *Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.*

Many settings are managed by parent committees which are responsible for employing and supervising the staff, voluntary helpers and student placements; these committees are acting on behalf of all the parents and are elected at the Annual General Meeting. This is one of the most important elements of a community childcare setting. Committee members are obliged to look after the interests of the setting's membership (families) and are answerable to the membership for their actions. Committee members are usually collectively responsible for the activities of the committee in the eyes of the law. Members of the committee can receive expenses. Additional information about committee responsibilities can be found in the settings constitution and advice on these issues including committee procedures is available from Playgroup Network or its associated organisations.

In privately run groups all the responsibilities described above belong to the owner or owners of the group. This includes any employment legislation, Health and Safety regulations and HM Revenue and Customs (HMRC) requirements.

POLICY

We seek to promote equality of opportunity and to eliminate discrimination as defined under the terms of the Race Relations Act, Sex Discrimination Act and the Disability Discrimination Act, Age Discrimination Act, Sexual Orientation and Religion in all our employment procedures and practices.

We are committed to ongoing personal learning and development for everyone involved in the work undertaken. We will take account of cost, timing, family responsibilities, cultural requirements, gender and age sensitivities, potential physical barriers in the built environment, or attitudes of others to personnel with different abilities.

PROCEDURES

- Advertise all vacant posts internally and externally to reach as wide a circulation as possible.
- Applicants will be given clear, concise and accurate information about posts through advertisements in order to enable them to assess their own suitability.
- Language used will not deter any potentially disadvantaged applicant from applying.
- Advertisements and publicity on recruitment will state that we are working towards being an equal opportunity employer.
- Interview panels will be fully aware of our commitment to equality of opportunity in our employment practices.
- On appointment staff will have appropriate qualifications and experience for their positions, and will be assessed to identify relevant continuing training and development.
- Take up references.
- Carry out CRB disclosure and health checks, recording the CRB number and date of issue.
- Keep individual records of staff, volunteers and committee members.
- Induction training will be undertaken and all new staff will be provided with an employee pack within the first two weeks of employment.
- All staff will have an annual review, with termly supervision meetings where they will be invited to discuss their training and development needs with their manager.
- Identified training and development needs will be recorded for recommendation to be discussed by those responsible for funding.
- Where appropriate, elected members of the committee will receive induction training and support from senior members of staff, accompanied by a job description, an information leaflet on the role of trustees and a copy of the employee pack.
- Always have at least two members of staff present in each room when children are present.
- Always have a minimum of one adult to eight children for 3 -5 year olds and one adult to four children for 2 year olds and one adult to three babies under a year.
- Have regular meetings to review our programme, plan future activities and monitor children's progress.
- The person in charge and their deputy must have a level 3 qualification.
- Ensure at least 50% of the rest of the staff present at all times have an appropriate level 2 qualification.
- Investigate ways to enable staff to access National Vocational Qualifications in Children's Care Learning and Development or other appropriate qualifications on the Integrated Qualifications Framework and on going training appropriate to their job role.
- Have a named deputy who will take charge in the absence of the manager.
- Ensure that practitioners do not work directly with children if taking medication that may impair their ability to carry out their role.
- Keep a record of suitable staff that can cover in emergencies, if for some reason this is not possible our emergency closure policy will be put into action.
- Any changes to the provider e.g. name, address or hours during which childcare is provided will be notified to Ofsted.

Students are welcomed into our setting as more than just an extra pair of hands, to safeguard everyone concerned we accept students if-

- They have written confirmation from their course provider that they are a student and need a placement.
- They attend an induction session informing them of our policies especially regarding Health and Safety, Safeguarding Children, Discipline and Confidentiality.
- They will not be allowed unsupervised access to children unless they have current evidence that they already have had the appropriate checks –Criminal Records Bureau Enhanced Disclosure and health questionnaire.

- They will not make the number of adults present too great for the safety and benefit of children's learning.

STAFF/VOLUNTEER INDUCTION

- New members of staff or volunteers will be inducted by the appropriate line manager. Introductions to other staff and volunteers will be made a priority.
- A general induction session will be carried out on the first day of employment.
- A copy of the employee pack will be given and when all policies and procedures have been read, s/he will sign the appropriate form to confirm understanding and a willingness to abide by them.
- Specialised induction sessions will be carried out with the appropriate member of staff or committee at an agreed time and venue.
- The manager or a committee member of the sub group responsible for the area of work of the new member of staff will carry out a review of the induction process within four weeks of the start date.
- A performance review will be carried out by the appropriate line manager at the end of the agreed probationary period.

INDUCTION CHECKLIST

- Welcome new staff member & introduce to others in team.
- Explain policies.
- Place to work set up ready.
- Shown round layout - kitchen, toilets etc.
- Documentation completed, signed and filed.
- Staff pack provided.
- Organisation history and plans explained.
- Job description discussed.

- ❑ Opportunity to observe work practice.
- ❑ Simple but relevant job given for first day.
- ❑ Equipment demonstrated.
- ❑ Health and Safety explained.
- ❑ Food hygiene procedures.
- ❑ Review and evaluation explained.
- ❑ Gave positive feedback.
- ❑ Checked understanding at end of day.

Agreed on

Reviewed on

