

# Staffing & Employment

## Employment and Staff Support

**Unique  
Child**

**1.1 Keeping  
Safe**

**Positive  
Relationships**

**2.4 Key Person**

**Enabling  
Environment**

**3.4 The Wider  
Context**

**Learning  
Development**

We provide a our teaming ratio well within the 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 team are appropriately qualified and we carry out checks for criminal and other records through Capital and the Disclosure and Barring Service.

### **Ratios**

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

- children aged two years of age: 1 adult : 4 children;
- children aged three to seven years of age: 1 adult : 8 children.
- A minimum of three our team/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of our team with whom to form a relationship and who plans with parents for the child's well-being and development within Haddenham Puddleducks Pre-school.

The key person meets regularly with the family for discussion and consultation on their child's progress.

- We hold regular our team meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

### **Vetting and our team selection**

- We work towards offering equality of opportunity by using non-discriminatory procedures for our team recruitment and selection.
- All our team have job descriptions which set out their team 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 DBS checks through the Criminal Records Bureau for our team 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 our team and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- We ask staff to sign a suitability check on a termly basis to confirm there has been no changes to their circumstances.

### **Changes to our team**

- We inform Ofsted of any changes in the Management and Management committee.

### **Training and our team development**

- Haddenham Puddleducks Pre-school leader and deputy hold Level 3 qualification and all our team hold Level 3 Certificates in Pre-school Practice or are in the process of training.
- We provide regular in-service and on-line training to all our team - whether paid or volunteers.
- Haddenham Puddleducks Pre-school budget allocates resources to training.
- We provide the team with induction training in the first weeks of employment. This induction includes our Health and Safety Policy, Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our team by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing our team in accordance with all relevant legislation and best practice.

### **Managing our team absences and contingency plans for emergencies**

- Our team take their holiday breaks when Haddenham Puddleducks Pre-school is closed. Where our team 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 our team 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.*

*We have contingency plans to cover our team absences, as follows:*

- *All team members have information of other team members working hours and contact details.*
- *Other members of the team all work part time and are willing to cover where needed.*
- *Team members are expected to find cover from another team member for their absences then inform the manager.*

***This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020***

***Signed on behalf of Haddenham Puddleducks Pre-school by .....***