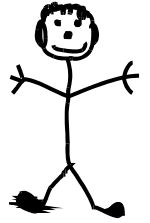


FIRST STEP PLAYGROUP



Policies and Procedures

2. Suitable People

Employment

2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

Policy Statement

First Step Playgroup provide a staffing ratio in line with 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 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.

Procedures

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 five years of age: 1 adult : 8 children
- A minimum of two staff are on duty at any one time, with one staff member being qualified to a level 3 or higher and the second staff member at least level 2 qualified.
- 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 the child's well-being and development in the setting. The key person is available to meet with the family for discussion on their child's progress.
- 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.

Vetting and staff selection

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

Changes to staff

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

Training and staff development

- First Step Playgroup's director/manager holds an appropriate level 4 childcare qualifications and the majority of our staff hold level 3.
- Childcare qualification certificates are displayed on parent information board for the parents to view at any time.
- All members of our team hold valid first aid and child protection certificate.
- Training is regularly available to all staff.
- We provide staff induction training covering the first three months 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 the induction plan.
- We support the work of our staff by holding annual appraisals and half-termly supervisions.
- The Playgroup Manager and Deputy Manager have attended recent 'safer recruitment' training.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Managing staff absences and contingency plans for emergencies

- At First Step Playgroup, 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 manager 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.
- We have contingency plans to cover staff absences, as follows:

Other staff on days off, that are available, are asked to cover staff that are sick or on training days. The manager is extra to ratio and is able to cover sessions where necessary. We also have 'bank staff' of whom are DBS checked and experienced in working in a pre-school setting.

Held on	3 rd September 2015
Date to be reviewed	3 rd September 2016
Reviewed	8 th August 2016
Name of signatory	Angie Kelly
Role of signatory	Playgroup Manager
Reviewed	19 th Sept 2017

2.1 Employment and staffing