Cambridgeshire County Council



MANEA PRE-SCHOOL

Staffing and employment policy

At Manea Pre-school we provide a staffing ratio in line with the Safeguarding and Welfare Requirements, 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 Barring Service (DBS) in accordance with statutory requirements.

Aim

To ensure that children below school age and their parents/carers are offered high quality early years care and education.

Methods

1 To meet this aim we use at least the following ratios of adult to child:

- children aged three and over in the Pre-School: 1 adult : 8 children

2 A minimum of two staff/adults are on duty at any one time.

3 We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents/carers 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.

4 Staff/adults are deployed appropriately regarding meeting the needs of the children, ensuring that children are always within sight and hearing of an adult.

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5 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.

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

7 All staff have job descriptions, which set out their staff roles and responsibilities.

8 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.

9 Our setting manager holds the level 3 CACHE Diploma in Pre-school practice and a minimum of half of the rest of our staff hold a level 3 or 2 in an early years qualification.

10 We provide regular in-service training to all staff - whether paid staff or volunteers

11 Our setting budget allocates resources to training.

12 We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding and Child Protection Policy and Whistleblowing policy. Other policies and procedures will be introduced within an induction plan.

13 Volunteers and students also have an induction on their first day that explains who they should go to if they have any safeguarding or whistleblowing concerns, and includes all relevant policies.

14 We support the work of our staff by holding regular supervision meetings and appraisals.

15 We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

16 We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure Barring Service for staff and volunteers who will have

substantial access to children.

17 Only persons aged 17 or over are included in the ratios. Students who are on long term placement and volunteers over age 17 may be included in our ratios in line with the Early Years Statutory Framework.