

## **Employment and staffing**

(Including Safer recruitment, vetting, contingency plans, training and development)

### **Policy Statement**

We 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 in accordance with statutory requirements.

### **Procedures**

#### *Ratios*

- To meet this aim we use the following ratios of adult to children:
  - children under two years of age: 1 adult : 3 children;
  - children aged two years of age: 1 adult : 4 children; and
  - children aged three and over: 1 adult : 8 children.
- A minimum of two staff/adults, over the age of 18 years, are on duty at any one time.
- 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 meets regularly with the family for discussion and consultation 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.
- 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 DBS/Criminal Records Bureau 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*

- All staff at The Island Day Nursery hold, or are working towards, the minimum of a NVQ level 2 with the majority holding at least a NVQ level 3 qualification in childcare
- We provide regular in-service training to all staff, through in-house training or the use of external agencies.
- We provide staff induction training, together with a copy of Staff Policies, during the first month of employment. This training/Staff Policies includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy which are issued at commencement of their employment.
- We support the work of our staff by holding supervisions every 6-8 weeks where staff can discuss personal issues/work issues and safeguarding concerns. Staff can request a supervision with any manager at any time
- 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*

- In all year round settings, managers organise staff annual leave so that ratios are not compromised.
- 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:
  - i) To maintain adult: child ratio's staff may be called into the setting on their day off to cover sickness of a colleague. Management are supernumerary and therefore can be called into the ratio when needed.
  - ii) If too many members of staff are unable to work through illness, every effort will be made to inform parents at the earliest opportunity. If we are able to offer limited childcare due to illness, parents who use The Island Day Nursery as their childcare provider whilst they are working will be given priority.

**ALL STAFF HAVE AGREED TO BE PART OF THE CORONAVIRUS JOB RETENTION SCHEME WHILST IT IS IN EXISTENCE UNTIL THE END OF SEPTEMBER 2021**

#### **Persons responsible for implementing this policy:**

Erica Dunwell/Heather Bishop/Rosalind Moreno – Newport

Erica Dunwell/ Heather Bishop – Sandown

Erica Dunwell/Becky Kujabi – Wootton

**Review: August 2022**