



Employment

E1 Employment and staffing

Policy Statement

We provide a staffing ratio in line with the Safeguarding and 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

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; however, there should be a willingness to share the Christian ethos of the setting.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) 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 (and who obtained it from September 2012).
- We require that all our staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.

Procedure for vetting and staff selection

- Advertise the vacancy through the church, on the notice board and online.
- Select interviewees and ask them to bring to the interview identification and any relevant childcare qualifications.
- Provide a Health Declaration Form, full Job Description and cover sheet of application form (if applicant does not already have these) to be filled out.
- Prior to confirmation of post contact referees to ensure the person is considered suitable.
- Successful applicant to fill out DBS disclosure, the setting to contact two references and applicant to start (not to be left alone or unsupervised until DBS and references received).

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person and our manager.

Staff taking medication/other substances

- Members of staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If we have reason to believe that they are, they will not be able to work directly with the children and further action will be taken.
- If members of staff are taking medication which may affect their ability to care for children, they should seek medical advice.
- We will ensure that members of staff only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children.
- Staff medication on the premises must be securely stored, and out of reach of children, at all times.

Suitability to work with children

- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.
- Staff are aware that they should inform the managing committee of any changes to their personal circumstances.

Training and staff development

- Our manager, deputy manager and senior supervisors hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 3 Certificate in Pre-school Practice or an equivalent or higher qualification.
- The manager has at least two years' experience of working in an early years setting.
- When the manager, deputy and senior supervisor are not in the setting a level 3 member of staff will supervise the session.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Early Years Alliance and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week 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 an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We provide t-shirts and fleeces for the staff to wear; trousers/skirts should be casual but smart, and there is the expectation that they wear outer clothing appropriate to the weather.
- 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

- Our staff generally take their holiday breaks when the setting is closed. However when holiday breaks are taken during term time, this needs to be applied for at least 1 month in advance to your line manager to be approved (and be no longer than a maximum of one week; two weeks in **agreed** exceptional circumstances). If approved suitable cover will be arranged. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with at least 1 months 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:

The member of staff will inform the Manager or Deputy Manager that they are unwell, as soon as possible. Management will then send out a post in the appropriate WhatsApp group requesting cover.

Eligibility for Statutory Sick Pay (SSP):

You must:-

Be classed as an employee and have done some work for your employer

Have been ill for at least 4 days in a row (including non-working days)

Earn at least £123 (before tax) per week

Tell your employer you're sick before their deadline – or within 7 days if they don't have one.

There are exceptions to the above – please refer to the government web site for up-to-date information.

You will receive:-

You can get £99.35 a week Statutory Sick Pay (SSP) for up to 28 weeks.

You get SSP for the days you would normally have worked. It's not paid for the first 3 days you're off, unless you've been paid SSP within the last 8 weeks and are eligible for it again.

If you have more than one job you may get SSP from each employer. *(rate of benefit correct as of 14/06/2022) <https://www.gov.uk/statutory-sick-pay>*

This policy was adopted at a meeting of	Little Fishes Pre-School
Held on	April 2013
Date to be reviewed	Reviewed: Spring 2023 Next review Spring 2025
Signed on behalf of the management committee	Vicky Baker – Chairperson Tracy Parkins – Manager

Other useful Pre-school Learning Alliance publications

- The New Early Years Employee Handbook (2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)