**Suitable People: Employment**  

**2.1 Employment and Staffing** (Including 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(2014) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

Our staff are appropriately qualified (qualifications checked using - <http://www.education.gov.uk/help/contactus/ta>

We carry out Disclosure and Baring Service checks through UCheck, in accordance with statutory requirements. All committee members complete an EY2 form and are vetted by **Ofsted**.

Yearly, all staff and committee members are required to complete a self-declaration form in accordance with the Disqualification under the Childcare Act 2006.

**Procedures**

*Ratios*

* To meet this aim we use the following ratios of adult (age 17 or over) to children:
* children aged two years of age: 1 adult : 4 children; (with 1 staff min level 3 and at least half of other staff level 2)
* children aged three to seven years of age: 1 adult : 8 children (with 1 staff min level 3 and at least half of other staff level 2).
* NB: In our setting we have one member of staff working directly with children with relevant Level 6 and could if required have ratio of 1:13 with 3 year olds and above (with at least another member of staff with level 3), however we prefer to ratio 1:4 (2 year olds) and 1:8 (3 year and above).
* A minimum of two staff are on duty at any one time.
* Children must always be within sight and hearing.
* 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 feeds back regularly to the family through use of contact book and Next Steps and also sends home our ‘Superstar’ Story. At our weekly meetings, key persons feedback to the manager – Lauren Glasson, and deputy – Alyson Martin, and they conduct regular parents consultations.
* 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.
* Ofsted complete the suitability checks on committee members and we use Capita Recruitment Vetting Service for all DBS checks on staff/volunteers and students. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
* All staff are issued with either a permanent or temporary 1 year contract (dependant on post), which are signed by both the employee and employer at the time of issue or if any amendments are made.
* All staff undertake an induction process that forms part of their probationary period.
* All references are obtained by the setting, directly from the referee rather than through the applicant
* 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. These records are kept in a locked filing cabinet.

*Disqualification*

* If we become aware of relevant information which may lead to the disqualification of an employee or in the event of disqualification, we will take action to ensure the safety of the children. We must provide **Ofsted** with the following:
  + Details of any order, determination, conviction or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
  + The date of the order, determination or conviction, or the date when the other ground for disqualification arose.
  + The body or court which made the order, determination or conviction and the sentence (if any) imposed.
  + A certified copy of the relevant order (in relation to an order or conviction).
  + The information must be provided to **Ofsted** at the latest within 14 days of the date we became aware of any information or ought reasonably to have become aware of it, if we had made reasonable enquiries.

*Changes to staff*

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

*Training and staff development*

* Our manager Lauren Glasson, who has overall responsibility for the building, staff and children holds a relevant Level 6 qualification (BA (Hons) in Early Years Childhood Education (QTS). Three of the remaining staff hold a Level 3 qualification and one is working towards a Level 2. Only 1 member of staff has no formal qualifications but many, many years’ experience of working with and raising children.
* We have a named deputy – Julia Harper, who is capable and qualified to take charge in the managers’ absence.
* The manager provides in house training for staff and we budget each year for external training.
* For qualification training we aim to seek grants to cover these costs.
* We provide staff induction training in the first week of employment. This induction includes, emergency evacuation procedures, safeguarding, child protection, our equality policy and health and safety. All other policies and procedures together with an induction pack can be found on our website.
* We support our staff by holding fortnightly staff meetings, termly supervisions and annual performance reviews.
* 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*

* As we are open 38 weeks of the year, 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:
  + All staff have a copy of the staffing rota with staff telephone numbers so that they can contact each other for cover. If they are unable to find cover, they will call the manager who will make alternative arrangements.
  + We have a bank member of staff.