

# All Saints Nursery School

## Employment and staffing

### 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 & Barring Service 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; and
- children aged three to seven years of age: 1 adult : 8 children.
- A minimum of two staff/adults 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.

### Recruitment

- We aim to recruit, retain and develop the best person for each role within the Nursery.
- The Nursery will ensure that our 'recruiters' have been trained and use selection processes that are fair, consistent and objective.
- Our vacancies will be advertised internally and externally.
- We recognise the diverse community in which we operate and encourage applications for jobs from applicants irrespective of race, disability, gender, gender reassignment, pregnancy and maternity, religion or belief, marriage or civil partnership, sexual orientation or age (protected characteristics for the purposes of the Equality Act 2010).
- Applicants will be invited to apply for a vacancy with a hand written letter, enclosing their curriculum vitae and reasons why they believe they are suitable for the job.
- We shortlist applicants against the essential and desirable criteria for the role.

- Shortlisted applicants will be invited into the Nursery for a session where they will be observed with the children.
- We will treat applicants fairly and, where necessary, we will vary our selection processes to accommodate the needs of disabled applicants.
- Interviews will take place using a range of competency based and technical questions.
- We will ensure applicants have sufficient understanding and use of English to ensure the well-being of children in their care. (Records, medicine instructions, food hygiene and emergency procedures need staff to have a clear understanding of written and spoken English).
- Where possible the interview panel will include the Chairperson, the Nursery Manager and the Financial Administrator.
- The vacancy will be offered to the best person the panel felt suitable for the job in terms of skills, personality and a strong commitment to the Nursery and our ethos.
- All applicants will be informed of the outcome of their application as soon as possible and we are willing to provide verbal 'feedback' to those unsuccessful.
- We aim to provide successful applicants with any further training, coaching and development they need to do their job.
- We will not tolerate any form of discrimination in the workplace.
- We expect the applicant to declare any current or foreseeable reasons why we should not employ them to work within the Nursery, prior to accepting the job. This will include completing a Disqualification and Disclosure Form, which refers to any person living within your household.
- To meet Ofsted's referencing and vetting process: including, but not limited to, the right to work in the UK, a current and previous employment references and a disclosure and barring service check.

#### *Changes to staff*

- We inform Ofsted of any changes to staffing

#### *Training and staff development*

- The manager and deputy hold at least a level 3 qualification and all other staff hold a relevant level 2 qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through external agencies and in house training.
- 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 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*

- Staff take their holiday breaks when the setting is closed unless otherwise agreed.
- Where staff 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 work part time and are prepared to cover absence on the days they do not generally work. Staff contact the manager as early as possible regarding absence and all staff are contactable by phone to be called in as necessary.

This policy was adopted at a meeting of	All Saints Nursery
Held on	_____ (date)
Date to be reviewed	_____ (date)
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	_____