

Employment and Staffing policy.

Policy Statement - Pickering Pre-school Playgroup 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

Ratios To meet this aim we use the following ratios of adult to children:

Children aged two years: 1 adult : 5 children:

- at least one member of staff holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification.

Children aged three years and over: 1 adult : 8 children:

- at least one member of staff holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification

Children aged three years and over: 1 adult: 13 children

- at least one member of staff holds a full and relevant EYTS qualification.
- at least half of all other staff hold a full and relevant level 2 qualification.

A minimum of two staff/adults are on duty at any one time and at least one of these adults has in-date Paediatric First Aid training.

- 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 Preschool. The key person chats regularly with the family for updates on their child's progress and offers support in guiding their development at home.
- We hold regular staff meetings to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We only include those aged 18 years or older within our staffing ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.
- Our Preschool manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight and hearing of staff.
- Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
- Our staff, students and volunteers focus their attention on children at all times and do not spend time in social conversation with colleagues while they are working with children.

Safer Recruitment - Safer recruitment is designed to safeguard, protect and promote the welfare of all children, staff and vulnerable adults. We are committed to following a strict safeguarding procedure to protect all children in our care and expect all staff and volunteers to share this commitment. At least one member of staff or committee should have undertaken Safer Recruitment training and be involved with the recruitment process.

Our recruitment procedure is as follows

- Advertise the vacancy in all appropriate areas, i.e. Job Centre, papers, online, showing the timetable and our commitment to safeguarding.
- Ensure all candidates are aware that they will need to complete an Enhanced DBS check.
- At interview, the applicant will be asked if they have ever been subject to any concerns about the safety and welfare of children, including being prohibited, disqualified, barred or otherwise prevented from working with children by any regulatory body.
- Curriculum Vitae to have current address and contact details and to be rigorously checked for gaps in employment
- Two references to be applied for, one of which must be from the current or last employer, prior to shortlisting.
- Application forms to be thoroughly checked and a short-list created.
- Allow candidates to discuss or share relevant information at an early stage.
- An invitation for interview to be sent, along with a list of all the information the candidate needs to bring, including two forms of identification, one of which must be photo ID.
- A face –to-face interview will be held with at least the Preschool manager and Chairperson present, ideally with one other Committee Member or the Deputy Leader present, one of whom must have completed Safer Recruitment training.
- The shortlisted candidates from interview will be invited for an experience day, working alongside the staff once their references have been returned. Non-DBS checked candidates will not be left unsupervised at any time.
- The other staff present on that day will then be asked for feedback on the candidates, and an appointing decision will then be made.
- The successful candidate will be contacted to ask if they are happy to accept the job.
- Letters / emails will be sent out to unsuccessful candidates, thanking them for their time and informing them that they have not been successful and why.
- An offer letter and Job Description will be sent to the successful candidate, stating the date of Induction.

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 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 through the DBS. At the time of reviewing this policy **Capita** was the organisation to make the DBS application through. 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.
- If a situation arises when a new member of staff begins working at Preschool and the results of the DBS check are not known, the following procedure will apply until the results are known :
A: The member of staff must be supervised at all times, never being left alone with the children.
B; The member of staff must not accompany children to the toilets, even if supervised.
- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- If there are concerns with the results of the DBS check, further investigation will take the form of a discussion with the member of staff initially, and then contact OFSTED and Local Authority for advice.
- We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision. These details will be recorded on the Single Central Record.
- We require that all 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.
- 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 at any time during their employment with us.

Policy Statement on the Recruitment of Ex-Offenders

- As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, Pickering Preschool Playgroup complies fully with the DBS Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other - information revealed.
- Pickering Pre-school Playgroup is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Preschool and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Preschool to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the Preschool who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Disqualification

- 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. NYSCP LADO team can be contacted for further information and advice. See Safeguarding Children and Child Protection policy.

Changes to staff - We inform Ofsted of any changes in the person responsible for our Pre-school. This is known as the Nominated Individual. If the current N.I. refuses to notify Ofsted the Chairperson will contact Ofsted.

Training and staff development - Our Pre School leader / manager will hold a Diploma / NVQ Level 3 in Childcare or equivalent qualification. Or higher. All other staff holds a minimum of Level 2 qualification in Child Care or Early Years, or Level 2 qualifications in Teaching Assistant gained in Early Years. Or higher. Or be working toward gaining the qualifications.

- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Early Years Alliance and other external agencies.
- Our Pre-school will budget to allocate 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.

Safeguarding children - We carry out the following procedures to ensure we meet the key commitments of the Safeguarding Children Policy.

Staff and volunteers

- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out enhanced disclosure checks with the Disclosure and Barring Service before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists (DBS) checks are carried out on anyone living or working on the premises.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - : the criminal records disclosure reference number;
 - : the date the disclosure was obtained; and
- in future applications, details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- Volunteers do not work unsupervised.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).

Staff taking medication/other substances

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

Managing staff absences and contingency plans for emergencies

- Staff take their holiday breaks when the Preschool is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Preschool 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: the Preschool manager is full-time and the Deputy and Assistant are part-time, so can generally fill for each other's absences. In the unlikely eventuality that this is not possible, we have other DBS cleared members of the local community who can be called upon to help out at short notice.

Staff Paperwork and Additional Hours

Cleaning

All cleaning for the Preschool, i.e. cleaning of toys and equipment will be done outside the working hours. Staff will not be paid for this cleaning time. It is to be noted that the Pre-school pay for the building to be cleaned as part of the lease agreement.

Paperwork hours

The Committee recognises that all staff members should be paid their hourly rate for an additional 1/4 hour per key child per month for the production of Learning Journals. This to be reviewed annually by the Committee with the pay review. This will be added to their last pay for the term.

Staff Meeting/Early Years Assessments

The Committee recognises that all staff members should be paid their hourly rate for an additional two hours per term for the production of early year's assessments and to discuss the following term, including staffing and planning activities and courses.

Playgroup manager

The Committee recognises that the Pre-school manager be paid their hourly rate for an additional six hours per week in term time to cover all paperwork and administration duties.

Staff Annual Leave - The holiday year runs from 1st September to 31st August. All employees are entitled to paid holiday, to be calculated annually based on the average of core hours worked. All holiday must be taken during the holiday year in which it is accrued and all holiday dates must be approved in advance by the Pre-school manager. As much notice as possible must be given to ensure adequate staffing cover can be arranged.

Holiday Entitlement in year of commencement

If the employee joins the Preschool part way through the year, then holiday entitlement will be calculated on a pro-rata basis.

Holiday pay on termination of employment

If the employee leaves part way through the year, they will be entitled to be paid for any accrued leave for that holiday year that has not been taken by the date of termination. If, on the date of termination, they have taken paid holiday leave in excess of the earned entitlement, they will be required to reimburse the Preschool, by means of a deduction in salary if necessary, in respect of such holiday.

No payment in lieu of accrued contractual holiday will be made to the employee, and where appropriate, a deduction will be made from salary, in the event of their termination for gross misconduct, or in the event of the employee giving inadequate notice of termination of leaving before the contractual notice period has expired. Contractual holiday for these purposes means all and any leave entitlement provided for in the employee's contract that is over and above the minimum statutory leave period provided for in the Working Time Regulations, 1998.

Sickness during holiday - Where an employee falls sick or is injured whilst on holiday, the Preschool will allow the employee to transfer sick leave and take replacement holiday at a later time, subject to the following rules:

- The total period of incapacity must be fully certified by a medical practitioner (where it exceeds 7 days)
- The employee must contact the Preschool as soon as they know that there will be a period of incapacity during a holiday.
- The employee must submit a written request no later than 7 days after returning to work, setting out how much of the holiday period was affected by sickness, and the amount of leave that the employee wishes to take at another time.
- Where the employee is overseas when they fall ill or injured, evidence must still be produced that the employee was ill, by way of either a medical certificate or proof of a claim on the insurance policy for medical treatment received at the overseas location.

Where the employee fulfils all of the above conditions, the Preschool will grant the employee the same number of days replacement holiday leave as the number of days lost due to sickness or injury.

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If an employee is ill or injured before the start of a period of planned holiday, the Preschool will agree to the employee postponing the holiday dates to another mutually agreed time. Any period of sickness will then be treated in accordance with the normal policy on sickness absence. The employee must submit a written request to postpone the holiday and this must be accompanied by a letter from the doctor, confirming that the employee is unfit to take the holiday.

Holiday entitlement during sick leave - An employee who is absent on sick leave will continue to accrue their full statutory holiday entitlement, based on their core hours. However, contractual holiday entitlement over and above the minimum statutory holiday entitlement provided for by the Working Time Regulations 1998 will not accrue during any paid or unpaid period of sick leave once an employee has been continually absent for a period of more than 6 months.

Long Term Sickness - Should a period of sick leave become long term, then the Preschool will endeavour to:

- Maintain supportive contact with the employee whilst they are off sick and agree how to keep them up to date on work issues.
- Hold regular meetings to discuss the individual's condition and the possible impact on their work
- Obtain up to date medical advice.
- Ask the employee's permission to keep the team informed on their condition as colleagues will be concerned about the welfare of the employee.
- Keep the employee's absence record under review
- Meet with the employee to discuss the options and consider the employee's views on continuing employment in conjunction with the medical advice taken.
- Provide a phased return to work and help them adjust to the workplace at a gradual pace if they are able to return.
- Encourage colleagues to support the individual's rehabilitation when they have returned.
- Advise the employee in writing as soon as possible, if it is established that the termination of employment has become a possibility.
- Review if there are any other jobs that the employee could do prior to taking the decision on whether or not to dismiss.
- Allow a right of appeal against any decision to dismiss an employee on grounds of ill-health
- Arrange a further meeting with the employee if they appeal.
- Following this meeting, inform the employee of the final decision.
- Act reasonably towards the employee at all times.

Staff Training The Preschool Committee recognise that all staff members should attend a 12 hour Paediatric First Aid course every three years. The course will be paid for and a potential one off payment may be given for attending the course at the discretion of the Committee.

The Committee also recommend that all staff must complete a Safeguarding Course and updates when required, for which staff will be paid their normal hourly rate for the duration of the course.

Staff are allowed to courses on relevant new child development and childcare training, with only one staff member to attend per course, unless otherwise approved by the Committee. Staff will be paid to attend these courses, if they are free, and where possible to be arranged on days when not already working in Preschool. Staff wishing to attend extra courses or chargeable courses will need to apply to the Committee for approval.

The Preschool Committee recognise that the Designated Person should be paid for termly S.E.N.D. Co-ordinator forums and additional meetings/trainings for their role as S.E.N.D. Co-ordinator

The Preschool Committee recognise that the Preschool Manager is required to attend a termly leadership forum, and Safeguarding updates as required in their role as Safeguarding Lead, plus any other relevant leadership, child care and child development courses associated with the role of Leader and should be paid for these.

Links to other organisational policies and procedures.

Other policies and procedures relate to Employment and Staffing matters and may also be consulted, these include:

- Employment and staffing
- Camera and Image
- Induction of Staff
- ICT, Phone and Social Media
- Nappy Changing and Intimate Care
- Whistleblowing
- Staff Behaviour
- Employment Disciplinary
- Valuing diversity and promoting equality and Inclusion
- Complaints

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).