

13. Safer Recruitment & Staffing Policy & Procedure



Statement of intent

Yaddlethorpe Pre-school provide a staffing ration in line with the Statutory Framework for the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. We ensure that adults looking after children or having unsupervised access to children are suitable to do so. Our practitioners are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Aims

To ensure that children aged 2½ - 5 years and their parents are offered high quality early years care and education.

Methods

- To meet this we use the following ratios of adult to child as a minimum:
 - Children aged 2 years 1 adult : 4 children
 - Children aged 3 and over 1 adult : 8 children
- A minimum of two practitioners are on duty at any one time.
- We have a named deputy (Jane Qualter) who is able to take charge in the absence of the Manager. In the absence of both the Manager and the Deputy a member of staff holding a minimum level 3 qualification will supervise.
- Contingency arrangements are in place to cover staff absences and emergencies.
- When appointing new members of staff we follow safe recruitment practice including obtaining a full employment history, evidence of qualifications, identity checks, references and undertaking interviews, as well as continuing assessment of all staff to ensure they are suitable to work with or have access to children.
- We use a key person system 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 wellbeing and development in pre-school.
- We hold regular meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We work towards equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have a job description which sets out their 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 beliefs, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Yaddlethorpe Pre-school supervisors hold a relevant level 3 qualification. A minimum of half the staff hold a level 3 qualification in Childcare and Education and all staff hold a minimum level 2 qualification in childcare.
- Our pre-school budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes a copy of all the pre-school policies.
- We support the staff by holding regular staff appraisals and supervision meetings.
- We use Ofsted guidance on obtaining references and Enhanced Disclosure checks through the Criminal Records Bureau for all staff and those volunteers who have regular access to children.
- We notify Ofsted (08456 404040) of any changes to the pre-school Manager.

Procedure for Recruiting and Appointing New Staff

- Draw up an advertisement to include:-
 - Pre-school name
 - Job title
 - A brief description of the job
 - Personal specification required
 - How, when and where to apply
 - Closing date
 - A brief description of our equal opportunities policy
- Post the advertisement in the local area. Place a condensed version in the local newspaper
- Job applications and job descriptions will be sent to all applicants
- All interviews will be fair and unbiased
- All applicants will be notified of the outcome by post or telephone
- All appointed staff will be issued with a job description, a copy of the complaints and grievance procedure and a full set of policies
- Appointment will be subject to references and an Enhanced Disclosure from the Criminal Records Bureau
- An initial three month contract will be offered and if appropriate at the end of this period a permanent contract will be offered detailing all terms and conditions of employment, which they will be asked to read through and sign