



## 13.Safer Recruitment and Staffing Policy & Procedure

### Statement of intent

Yaddlethorpe Pre-school provide a staffing ratio in line with the Statutory Framework for the Early Years Foundation Stage 2025 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 an enhanced criminal records check on all staff and volunteers

### Aims

To ensure that children aged 2 - 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 : 5 children
  - Children aged 3 and over 1 adult : 8 children
- A minimum of two practitioners are on duty at any one time (this would be at breakfast time and in the event of a non collection of a child)
- Pre-School is jointly managed by Jane Walls and Louise Heath Drury, on the rare occasion of both managers being absent 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 safer recruitment practice including obtaining a full employment history, evidence of qualifications, identity checks, undertaking interviews and 2 references will be sought, one from the most recent employer. Where possible references will be followed up with a phone call 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 staff hold a relevant level 3 qualification in Childcare and Education or are working towards it.
- 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 an annual appraisal and two supervision meetings. An annual suitability declaration is carried out
- We use Ofsted guidance on obtaining references and Enhanced Disclosure checks through the Disclosure and Barring Service for all staff and those volunteers who have regular access to children.
- We notify Ofsted by email at [enquiries@ofsted.go.uk](mailto:enquiries@ofsted.go.uk) or contact (0300 123 1231) 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, including hours and pay
  - Personal specification required
  - How, when and where to apply (CV's will not be accepted)
  - Closing date
  - The post is exempt from the Rehabilitation of Offenders Act 1974

A statement of our commitment to safeguarding and equal opportunities
- Post the advert on the main door, social media and employment websites
- Job applications and job descriptions will be sent to suitably qualified applicants
- All interviews will be fair and unbiased
- All applicants will be notified of the outcome by email 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 suitable references and an Enhanced Disclosure from the Disclosure and Barring Service.
- We will obtain the references direct not through the employee and will be obtained before employment commences, it must be addressed to us (named person)
- References will not be accepted from a family member and must be from a legitimate source
- Original childcare qualification certificates are seen and photocopies are kept

- 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