**St Joseph’s Pre-school Playgroup**

**Staffing Policy**

**Statement of intent**

To ensure that children are kept safe and secure and have sufficient individual attention to guarantee care and education of a high quality.

**Aims**

To ensure that children below school age, and their parents, receive high quality early years care and education.

**Methods**

**Recruitment and selection**

* We have a thorough procedure for recruitment and selection:

**Identification of recruiting panel**

* We have a minimum of two people on our recruiting panel. The same two people are involved in each step of the recruitment process.
* At least one member of the panel will have attended training in safe recruitment procedures.

**Advertising**

* We use the Brighton & Hove local authority job vacancy service to advertise any vacancies and sometimes use local newspapers, social media and websites.
* All our adverts include a ‘recruitment and selection policy statement’ which gives details of our equal opportunities policy and safe recruitment procedures

**“St Joseph’s Pre-school Playgroup is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants are subject to a satisfactory enhanced Disclosure and Barring Service disclosure and two independent references.”**

**Application pack**

* Anyone enquiring about a vacancy will be supplied with a job application pack which as a minimum, will include:
  + Job Description
  + Application form
  + Person Specification
* All applicants must fully complete our application form. CVs will not be accepted.

**Short-listing**

* We shortlist all candidates against the person specification for the post.
* We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
* We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their age, gender, culture, religious belief, ethnic origin or sexual orientation.

**Interview stage**

* Interviews will always include a face to face interview.
* Wherever possible two people, usually the Owner and a Manager, will sit on the interview panel. Both will be involved in the overall decision making.
* At the interview, each candidate will be required to prove their identity against photo ID (for example a passport or driving licence) and also produce documents to prove they are eligible to work in the UK.
* At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of childcare.
* Candidates will always be required
  + to explain satisfactorily any gaps in employment
  + to explain satisfactorily any anomalies or discrepancies in the information available
  + to declare any information that is likely to appear on a DBS disclosure
  + to demonstrate their capacity to safeguard and protect the welfare of children and young people
* Where possible, each shortlisted candidate will be asked to take part in a practical exercise which will involve spending time interacting with the children, staff and parents as appropriate
* The interview panel will then select the most suitable person for this position based on their answers, how well they interacted with the children, their knowledge and understanding of the early years foundation stage and the needs of the setting
* Each candidate will receive communication from the setting stating whether they have been successful or not.

***Employment checks***

* The successful candidate will be offered the position subject to two references from previous employment or where this is not possible, a reference from a college tutor or a personal reference may be acceptable. These references will be taken up before employment commences.
* References will be sought directly from the referee. ‘Open references’ or testimonials provided by the candidate will not be accepted.
* Referees will always be asked specific questions about
  + the candidate’s suitability for working with children and young people including any safeguarding concerns
  + the candidate’s suitability for the post
* The successful candidate will be subject to an enhanced Disclosure and Barring (DBS) check whether they currently hold an enhanced DBS check or not. We will use the Update Service where the candidate has subscribed to this. They will not have unsupervised access to any child or their records or change nappies or assist children with toileting (e.g. wiping) before this DBS check comes back clear.
* All relevant qualifications will be checked against actual certificates and copies taken for their personnel files.

**Induction**

* For all new staff, a clearly written and structured induction programme is in place. The programme includes observing experienced members of staff and opportunities to read and discuss the setting’s policies and procedures.
* An induction plan sets out what new staff members will cover before beginning work and during the induction period.
* Throughout the induction period, all new staff members will have regular discussions with a Manager to discuss how they are settling in and identify any further training and development needs.
* We aim to have our own bank/cover staff that we have vetted ourselves. Where possible we photograph all regular staff, bank/cover staff and volunteers and put names and photos of staff due to work on a particular session on the parents’ noticeboard.
* All permanent paid staff appointments are subject to a probationary period of up to 6 months.
* At the end of this period an End of Probation meeting will be held. This will give the opportunity for the staff member’s progress to be discussed and for any issues to be resolved in order for the appointment to continue to be agreed.

**Deployment**

We use as an absolute minimum the following ratios of adult to child:

* children aged two years of age: 1 adult : 5 children; and
* children aged three - five years of age: 1 adult : 8 children or 1 adult : 13 children when we have an EYP/EYT and a level 3 qualified member of staff present. We sometimes accept appropriately experienced volunteers to improve these ratios. Volunteers assist with getting the setting ready for the session, snack preparation and clearing away after the session, assisting with group times as well as interacting with individual children. We encourage volunteers to attend on a regular basis, in order to ensure consistency and security for the children and to undergo a recognised training course.
* A minimum of two paid staff are on duty at all times.
* 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 well-being and development in the setting. We also have Key Person buddies to cover absences.

**Staff development**

* All staff have job descriptions which set out their roles and responsibilities.
* Our Owner has Early Years Professional Status and Managers are qualified to Level 3 and 4 respectively. We aim to have all other Key People qualified to at least Level 3 in Early Years and childcare.
* Volunteers may be expected to undertake training towards a recognised UK childcare qualification.
* We support the work of our staff by holding regular supervision meetings where we discuss concerns about children, development and training and other relevant issues
* Staff attend training as required. This may include studying for a recognised Childcare qualification or short courses run by the local authority, Brighton and Hove Inclusion Support Service, Ethnic Minority Achievement Service, safeguarding and paediatric first aid courses.
* We circulate reading material for paid and voluntary staff on relevant issues.

**Students and volunteers**

**policy statement**

We recognise that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we sometimes offer placements to students undertaking early years qualifications and training. We occasionally offer placements for school pupils on work experience.

We aim to provide students with experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

**Procedures**

* We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check.
* We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
* We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
* We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
* Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in staffing ratios.
* Students (aged 17 and over) and apprentices (aged 16 and over) may be considered to be counted in the ratios if we deem them to be suitably qualified and/or experienced.
* We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
* We require students to adhere to our Confidentiality Policy.
* We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
* We provide students, at the first session of their placement, with a short induction on how the setting is managed, how our sessions are organised and our policies and procedures.
* We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

……………………………………………….

Name…………Mandy Morgan ……………………………………

Role………………Manager ………………………………….

Date………………25/09/23…………………………………