

Employment and Staffing Policy V.2

15 June

2017

Owned by: Tony Dooling

J:/StudentServices/DepartmentResources/StudentServicesPoliciesandProcedures
/EarlyYearsCente/EmploymentandStaffingPolicy June 2012 V.2

Impact Assessed:

Update due:
June 2018

Policy

Title: **Employment and Staffing**

From: **Early Years Centre**

Date: reviewed 15th June 2017

We provide a staffing ratio in line with the statutory 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 have a duty to progress staff through appropriate CPD. We carry out enhanced checks for criminal and other records, through the DBS service in accordance with statutory requirements.

THE RATIOS

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

- Children under the age of two year's old 1 adult: 3 children.
- Children under the age of three years old 1 adult : 4 children
- Children under the age of five year's old 1 adult: 8 children.

A minimum of two staff are on duty at any one time.

We use a keyperson approach to ensure that each child has a named practitioner with whom to form a relationship and who plans with the parents for the child's well-being and development in the setting. The keyperson will meet regularly with the family for discussion and consultation on their child's progress.

We alternate staff meetings every six weeks to address any training needs or updates to practice and to discuss children's, progress their achievements or advise of any changes to development plans.

Monthly Senior Practitioner's meetings and room meetings are held to discuss children's issues, reflect on practice and for planning.

TRAINING AND STAFF DEVELOPMENT

1. Our Centre Manager and Early Years Co-ordinator will hold a NVQ 3 or above in Early Years.
2. The Centre will provide at least one member of staff with a relevant professional status.
3. We provide regular in-service training to all staff – whether paid staff or volunteer – through the Early Years Team at Southampton City Council. The Centre will also provide in-house training throughout the year and whenever needed
4. All staff will have a valid first aid certificate which will be reviewed every three years.
5. Our setting budget allocates resources to training.
6. We provide staff induction training to all staff including part time/full time and Temp staff in the first week of employment. The induction will include Health and Safety Policy, Safeguarding Children and Achieving Positive Behaviour Policy. All other policies will need to be read by staff and temp bank workers and signed to prove these policies are understood and everyone will follow them.
7. We support the work our staff do by holding regular supervision meetings 1-1's and appraisals.
8. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.