



Policies

STAFFING & EMPLOYMENT POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, hereafter referred to as the "Preschool".

Staffing in the Preschool

- We will have at least one member of staff to each eight children, more if there are younger children (under 3 years) attending (1:4), or if a child has special educational needs which requires 1-2-1. Where there is an Early Years Teacher / Early Years Professional present our ratios can be one member of staff to 13 children (of ages 3 years and over).
- Our Key Carer system ensures that each child and family have one member of staff who takes a special interest in them. The Key Carer is selected after the settling-in period of around 2 weeks. We observe who the child has bonded well with. We are unable to allocate a Key Carer based upon parent request, although will try where possible.
- Regular staff meetings provide opportunities for staff to discuss a child's progress, difficulties and needs, as well as curriculum planning. Weekly planning occurs for every child within the Preschool, taking into account their current level of learning and development.
- We operate an Equal Opportunities Employment Policy, welcoming both men and women with and without disabilities, from all social, religious, ethnic and cultural groups & of all ages in line with the Equality Act 2010.
- All of our staff on duty hold a level 3 qualification related to Preschool Practice or an equivalent childcare qualification in line with Ofsted requirements. We may also have a preschool apprentice working alongside our level 3 qualified staff, who is in training for a level 3 qualification.
- Each room will have at least one level 3 qualified practitioner at any one time and one first aid trained person. All of our staff are required to be first aid trained within 3 months of starting their employment.
- Our budget includes monies allocated towards training costs.
- We offer a staff induction for all staff.
- A probation period will be between 3 and 6 months and a review will take place at the end of the probation.
- We support the work of our staff by means of regular monitoring and appraisals.

POLICY DOCUMENT

- All staff are expected to attend appropriate and relevant training to keep their skills and knowledge up to date.
- Any illness or absenteeism must be reported to either the Preschool Manager before 8.00am on the day of absence.
- In the event of an emergency closure – please see separate policy.
- Any member of staff who raises a concern about the Preschool with OFSTED will not be treated unfavourably.

Employment

- The Preschool Manager & Deputies all hold a level 3 qualification in childcare in accordance with the guidelines from The Department of Education (DfE). This is a minimum qualification and cannot be something that they are working towards.
- Ofsted must be informed if a new Preschool Manager / Management Committee Chairperson is appointed. Suitability checks must be carried out by the committee including the obtaining and verifying of references and being in receipt of a clear, recent, enhanced DBS check. If not, the Preschool Manager will be dismissed and the Management Committee Chairperson must resign immediately.
- We are committed to employing staff in accordance with all relevant legislation and procedures. We are a 'Safer Recruiter' whereby positions within the Preschool are offered subject to receipt of 2 satisfactory references (one confirmed via telephone call once received) and a clear, enhanced DBS check.
- All staff employed by the Preschool and long term volunteers such as Committee members are required to complete a police check with the Disclosure and Barring Service.

This policy was adopted at a meeting of the Preschool Committee held on:

Signed on behalf of the Preschool_____