

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**24. EMPLOYMENT & STAFFING**

We provide a staffing ratio in line with the Welfare 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.

A high adult: child ratio is essential in providing good quality care. To meet this aim we use the following ratios of adult to children:

* Children under two years of age: 1 adult : 3 children;
* Children aged two years of age: 1 adult: 4 children; and
* Children aged three to seven years of age: 1 adult: 8 children.
* A minimum of five staff/adults are on duty at any one time.
* Our key worker system ensures each child and family has one particular staff member who takes a special interest in them.
* Regular staff meetings provide opportunities to undertake curriculum

planning and to discuss the children’s’ progress and any difficulties.

**Vetting and staff selection**

* We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
* All staff have job descriptions which set out their staff 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 belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
* We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure Barring Service for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
* We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

**Changes to staff**

* We inform Ofsted of any changes in the person responsible for our setting.

**Induction of staff, volunteers and managers**

* We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within regular staff meetings.

We have a written induction plan for all new staff, which includes the following:

* Introductions to all staff and volunteers.
* Familiarising with the building, health and safety and fire procedures.
* Ensuring our policies and procedures have been read and are carried out.
* Introduction to parents, especially parents of allocated key children where appropriate.
* Familiarising them with confidential information where applicable in relation to any key children.
* Details of the tasks and daily routines to be completed.
* The induction period lasts two weeks. The manager inducts new staff and volunteers. The owner inducts new managers.
* During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
* Successful completion of the induction forms part of the probationary period.

**Training and staff development**

* Our setting leader is working towards an Early Years Teacher Status in Early Years , Currently holding a Level 5 Dipolma. Our Supervisor holds the CACHE Level 3 Diploma’s in Pre-school Practice the or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 3 Certificate in Pre-school Practice or an equivalent or higher qualification.
* We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
* Our setting budget allocates resources to training.
* We support the work of our staff by holding regular supervision meetings and appraisals.
* We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

**Managing staff absences and contingency plans for emergencies**

* In term time only settings, our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
* In all year round settings, managers organise staff annual leave so that ratios are not compromised.
* Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
* Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
* We have contingency plans to cover staff absences, as follows:
* Staff are asked to contact the Manager or Supervisors the night before (or as soon as they are aware) they are unable to attend work the following day.
* *Either* staff who are not working on the particular day or a member of the Bank Staff team (1 Bank Staff are on the payroll) will be contacted to cover the absent member of staff.

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager