



Kingsdown Pre-school Staffing and Employment Policy

See also Kingsdown Pre-school Safer Recruitment policy

Employment

- At Kingsdown Pre-school we are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men from all religious, social, ethnic and cultural groups.
- All staff will be subject to an enhanced DBS check and will not be allowed to be alone with any child at any time until a satisfactory check has been received.
- Staff will be required to sign a staff Code of Conduct

Induction Procedure

- New members of staff will be invited into the pre-school informally before employment commences.
- The Manager will explain the routine and procedures and an Induction Procedure will be completed over a period of sessions and signed by both the staff member and the Manager.
- New staff will be required to read and sign the Staff Code of Conduct and the pre-school policies
- New staff will be expected to become a key person. They will be given full support from the Manager or other allocated member of staff until both they and the Manager feel they are competent to carry out this aspect of their work independently
- The Pre-school Manager and deputy will always be willing to offer advice and guidance to all staff but especially new members of staff.

Key person

- Our key person system ensures each child and family has one particular staff member who takes a special interest in them throughout their time at Kingsdown Pre-school and when this is not possible, due to staff part time hours, then the child has a buddy who covers this.
- Staff will be given a small group of children that they will be a key person for during the child's time at Kingsdown Pre-school. They will be responsible for observing and assessing their development and progress and planning what they want them to learn next, taking into account the child's current interests and characteristics of effective learning.
- The keyperson will liaise with the child's parents, involving them in the planning and reviewing of their progress
- The keyperson will complete the statutory Progress at 2 years check and record this in the child's red health book as well as fuller details on a summary form
- The Manager will support the keyperson in their role during supervisions and at other times as needed
- The keyperson will inform the manager, or supervisor of the session, immediately they become aware of any change in circumstance to the child/family. This may include a new health condition, allergy or separation of parents or bereavement in the family

Meetings

- All staff are expected to attend regular staff meetings. These provide opportunities for staff to reflect and plan together, to cascade information obtained on training/meetings, to discuss matters arising and individual children as appropriate

Qualifications

- The requirements of the Early Years Foundation Stage (EYFS) Framework 2021 Section 3.28 state "In settings on the early years register, the manager must hold an approved level 3 qualification or above and at least half of all other staff must hold at least an approved level 2 qualification"
- At Kingsdown Pre-school we aim that at least half of our staff per session will hold a Level 3 qualification or higher. It is desirable for all other staff to hold a qualification to at least Level 2 but not mandatory
- Kingsdown pre-school aims to encourage untrained staff to obtain a recognised qualification in child care.
- Prior to starting at the Pre-school, staff must present their childcare qualification certificate. This is checked to ensure it is full and relevant

Ratios

- At Kingsdown Pre-school we always ensure we have sufficient staff to comply with the ratio of staff to children contained in the statutory requirements of the EYFS. We recognise that a setting with high adult-child ratio and highly qualified staff is essential in providing high quality pre-school care and education and endeavour to have this where possible

Supervision *see Kingsdown Pre-school Supervision policy*

Regular supervision will be held with all members of staff

Training

- Our pre-school budget includes an allocation towards training costs. Staff training meets all regulatory requirements.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/supervision.
- All staff are required to undertake Child Protection and Paediatric First Aid training every 3 years.
- The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will access training every 2 years
- Any member of staff holding a particular role such as Senco, Health and Safety Coordinator will be required to access regular training to ensure they are up to date with current legislation.
- Staff are expected to attend and refresh other training that is required for their role and which will enhance their understanding of all areas and aspects of the EYFS.
- Training may be in the form of face to face training or online. It may be an external course, in house or other media such as publications or videos.
- If staff have a particular interest in attending a course this can be facilitated in pre-school time and paid for at the discretion of the Manager/ Committee chairperson.
- The pre-school is willing to finance all or part of any training depending on the financial position of the pre-school. If the pre-school finances a training place it expects the staff member concerned to give some commitment to the pre-school. This commitment is to be agreed between the committee and the individual staff member in a training contract.

Uniform

- Kingsdown Pre-school will provide, free of charge, uniform to all staff for the purpose of identification and protection of both staff and children.
- When on duty staff will be required to wear their uniform and their name badge at all times.
- Staff are permitted to wear their uniform at other times such as when collecting their child/children from school or shopping on their way home from work but **MUST** ensure that they do not behave in any way that would bring the reputation of the pre-school into disrepute.
- Replacement uniform and name badges will be provided when necessary.

This policy was reviewed by pre-school on 15 April 2022. It will be reviewed annually or sooner if required

Signed on behalf of the pre-school A.Bridges
Chairperson Kingsdown Pre-school Committee