



## Suitable person

### **2.1 Employment and staffing: policy and procedures**

#### **Policy statement**

We recognise that high-qualified, well-trained, thoroughly-vetted staff are crucial to the care and education that we provide. Our aim is to ensure that, at all times, we exceed the minimum requirements on the number and quality of staff who are looking after your children.

#### **Procedures**

##### Ratios of staff to children

The statutory framework specifies that the ratio of staff to children is:

- 1 to 3 for children under 2
- 1 to 4 for children aged 2
- 1 to 8 for children aged 3 and over.
- 1 to 13 for children aged 3 and over with a Qualified Teacher
- A minimum of two staff are on duty always.

At School House Nurseries we exceed these ratios most of the time. We never go below these ratios.

##### Vetting and staff selection

- Management have undertaken safe recruitment training.
- As part of the selection process, all prospective staff are interviewed face-to-face and spend time in the classroom. We try hard to ensure they meet the standards set out in our job roles and person specifications.
- We use Ofsted guidance on obtaining references from past employers and DBS record checks for staff and volunteers. Where possible, these are obtained before a new member of staff joins the team.
- We offer equal opportunities by using non-discriminatory procedures for staff recruitment and selection.



- 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.
- We keep records on all staff in their files, which are kept in a locked cupboard in the office.

#### Keeping Ofsted up to speed with staff changes

- Ofsted are informed if the Manager of the setting changes.

#### Training and staff development

- We only recruit staff with childcare qualifications (even though the law specifies half the staff need to be qualified) and staff who are on an early years apprenticeship.
- Most of our staff are highly-qualified – their training is way over the minimum standards.
- Once in post, we provide staff with regular in-house and external training.
- This includes online training from the Pre-school Learning Alliance on safeguarding, teaching the curriculum, and managing children’s behaviour.
- Our induction process in the first week of employment includes training on the policies and procedures which underpin everything we do at The Old School House.
- We support the work of our staff by holding regular supervision meetings and appraisals.

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

- Staff pre-book annual leave with the Manager. Only one member of staff is off at any one time.
- If a member of staff is off work unexpectedly (for illness, for example) they call the Manager before their session so that the Manager can make alternative arrangements.
- The Manager will ensure that we always run to ratio by:
  - Asking other staff to take on additional shifts.
  - Taking on additional shifts themselves.
  - Calling on our bank staff, who have worked at the nursery before and who hold a current DBS check for our setting.
  - Getting in a qualified temp for an employment agency.

#### **This policy was updated and reviewed in:**

<b>Reviewed date</b>	<b>Name</b>	<b>Signature</b>
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	

September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	