



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

Relevant Acts and Legislation:

- Employment Rights Act 1996 & 2002
- Sex Discrimination Act 1975 & 1986
- Race Relations Act 1998
- Disability Discrimination Act (D.D.A.) 1995
- Human Rights Act 1998
- Employment, Equality (Religion & Beliefs) 2003

Staffing and employment policy

Statement of intent

We provide a staffing ratio in line with the requirements of the Local Government Statutory Guidance 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 carry out checks for criminal and other records through the Data and Barring System. This is in accordance with statutory requirements.

Aims

To ensure that children below school age and their parents are offered high quality early years care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
 - Children aged two years of age: 1 adult: 3 children;
 - Children aged three – five years of age: 1 adult: 8 children.
- A minimum of two staff are on duty at any one time.
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the parents for discussion and consultation on their child's progress.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Recruitment

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. Employment and recruitment



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We are directed by the Department of Skills and Education and the latest Government requirements. Therefore, from September 2014 the criteria for working in our Pre-School will be as follows:

1. All unqualified candidates for potential recruitment will need to have evidence of GCSE Maths and English and have a commitment to follow the Early Years training pathway
2. Candidates who have been in the continuous employment in another Pre-School Setting and have kept up with the relevant Early Years training with Cambridgeshire County Council (and other Recognised awarding bodies) that can show evidence of this along with references will not have to produce GCSE's
3. The candidate is required to understand, and be clear and fluent in speaking the English Language
4. The candidate needs to be able bodied to cope with the physical challenges posed in the Early Years
5. The recruitment requirements of I.U.F.A.(Isleham Under Fives Association) are that the candidates are required to work exclusively for one Early Years Setting – Isleham Pre-School and that the only exception to sharing settings would be through a notice period that has clearly been documented and agreed.

Current Staff

Our staffing and qualifications are currently up to date. Our setting Manager holds a Level 6, the Deputy Manager holds a QTS along with three other members of staff who have a level 3. Additionally, we have a Level 2 and an experience 1:1 Special Educational Needs/pre-school assistant. All of the above mentioned qualifications are up to date in relation to the Early Years Care, Development and Education within the Early Years Foundation Stage.

Information and checks surrounding qualifications can be found on the Government Department of Skills website.

Staff vacancies will be advertised in the, pre-school newsletter, noticeboard and Isleham Under Fives web site.

Processes

- All staff have job descriptions which set out their staff roles and responsibilities
- All staff are required to subscribe and adhere to the Pre-School Policies as set out by I.U.F.A. (Isleham Under Fives Association) this is a non negotiable obligation.
- If policy protocol is not followed it is grounds for a disciplinary.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.



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- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- 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
- We use Ofsted guidance on obtaining references and criminal record checks through the Governments Disclosures and Barring Agency for staff and volunteers who will have substantial access to children.
- All staff will (in Supervisions) up-date their circumstances with regard to 'Disqualification by Association'.

This policy was reviewed at a Committee Meeting held on

Signature of Chairperson/s.....Date.....