



St Tudy Pre-school

Staffing, Recruitment, Volunteers and Student placement

At our pre-school we provide a staffing ratio in line with the welfare requirements of the EYFS (Early Years Foundation Stage) 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 check for criminal and other records via the Disclosure and Barring Service in accordance with statutory requirements set out by Ofsted.

Ratios

To meet with the current guideline set out we follow 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
- Children aged 3 years to 5 years: 1 adult : 8 children

A minimum of two fully qualified members of staff are on duty at any one time.

Volunteers can also be included within our ratios at the managers discretion.

We use a key worker approach 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 within our pre-school. The key worker meets regularly with the parents/guardians/carers for discussion and consultation on their child's progress. We hold regular staff meetings to undertake curriculum planning and to discuss children's progress and update children's online Learning Journeys as a team, recording their achievements and any difficulties which may arise from time to time.

At times students may seek parental permission to do 'case studies' on their child for their qualification.

Vetting and staffing recruitment

At our pre-school 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.

The stages of the recruitment are to

1. Advertise the role widely using local and online advertising.
2. Application
3. Selection
4. Interview (the panel will consist of 2 committee members and 1 staff member where possible.)

All staff/volunteers/students/committee are required to complete Applications forms and a Health declaration along with Ofsted guidance on obtaining references and enhanced Disclosure and Barring checks through the Disclosure and Barring Service for members who will have access to children at our pre-school. All relevant checks have to be suitable prior to commencement of employment/placement. This may involve checks with Ofsted. This is in accordance with the Safeguarding Vulnerable groups act 2008 for the vetting and barring scheme.

Policies and Procedures

St Tudy Pre-School

Staffing, recruitment, volunteers and students

June 2020

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.

We inform Ofsted of any changes in the person responsible for our pre-school.

Training and staff development

At our pre-school our manager and deputy hold the CACHE Level 3 or above/equivalent Diploma in Pre-school Practice and a minimum of 50% of our staff hold the CACHE level 2 Certificate in Pre-school practice or an equivalent or higher qualification.

We provide regular training to all our staff-whether paid staff, volunteers, students or committee members, provided by Cornwall County Council.

Our pre-school budget allocates resources for certain types of training and updates to certificates etc.

We provide staff with Induction training (see below) in the first week of employment. This induction includes our Health and Safety and Child Protection and Safeguarding children policies. Other policies and procedures are also introduced within the induction period.

We support the work of our staff/volunteers/students by holding regular supervision meetings and appraisals.

Induction

Our induction policy is as follows:

- Staff induction will include all tours and rules of our building within which the pre-school is set.
- Staff are to familiarise themselves with the building, Health and Safety, Emergency evacuation point and Fire safety policies and procedures.
- Introduction to parents/guardians/carers, especially parents of allocated Key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of all tasks and daily routines to be completed

Our induction period lasts for two weeks. The manager inducts new staff and volunteers.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the inductions forms part of the probationary period.

Volunteers

Our pre-school follows the Pre-school learning alliance policy for volunteers, please see our Volunteers policy.

Student placement

Our pre-school recognises that qualifications and training make an important contribution to the quality of care and education provided by our setting. As part of our commitment to quality, we offer placements to students under taking early years qualifications and training or school pupils looking for work experience.

We aim to provide for students on placement with us experiences that contributes to the successful completion of their studies and that provide examples of high quality practice in early years care and education.

Students will be required to meet certain requirements:

- Meet the 'suitable person' requirements of Ofsted and the Disclosure Barring Service check to be carried out
- Schools placing pupils with us under the age of 17 years within our pre-school environment to vouch for their good character for example school work experience (max 2 weeks).
- Students will be supervised at all times and we must not allow them to have unsupervised access to children, unless the manager deems the student/volunteer competent.
- Students undertaking qualification courses who are placed in our pre-school on a short term basis are not to be counted in our staffing ratios

- Trainee staff employed by the pre-school may be included in the staffing ratios if they are deemed competent
- We have employers liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our Confidentiality policy
- We will co-operate with students tutors in order to help students to fulfil the requirements of their course of study.
- We require students, upon their first session, receive induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of our pre-school.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children’s development and activities.

During the **COVID-19** outbreak, staff will be deployed as per the government guidance. A risk assessment for working with prioritised places is included (8.4a). Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager. Otherwise the following procedure applies.

During the **COVID-19** outbreak early years staff are themselves considered to be ‘key workers’. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

- where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting’s Ofsted registration
- where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line manager

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date