

Staffing and Employment

This organization is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is also our intention at all times to protect the rights of individuals seeking to work for, working for or volunteering for the pre-school. In order to do this we are guided by the following legislation:

- United Nations Declaration of Human Rights (1948)
- European Convention on Human Rights 1950
- The Human Rights Act 1998 (UK)
- The Sex Discrimination Act (1975) and the Sex Discrimination (Gender Reassignment) Regulations (1999)
- The Race Relations Act (1976), the Race Relations (Amendment) Act (2000) and the Race Relations (amendment) Regulations 2003
- The Disability Discrimination Act (1995)
- The Special Educational Needs and Disability Act (2001)
- The Equality Act (2006)
- The Data Protection Act (1998)
- The Freedom of Information Act (2000)

Policy statement

- We believe that a high adult to child ratio is essential in providing good quality care and education to young children.
- We work towards equality of opportunity for all people wishing to work at the pre-school, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We are committed to safe recruitment practices which seek to safeguard and protect children from harm by adults. All potential employees are informed that positions with the pre-school are exempt from the Rehabilitation of Offenders Act and all new members of staff must provide evidence of being registered with the Independent Safeguarding Authority (ISA) Vetting and Barring Scheme before appointment.
- All new members of staff and volunteers are vetted through checks with the ISA, receipt of satisfactory references, health checks and CRB disclosure. New members of staff and may not take up employment with the pre-school until all checks have been completed.
- Where CRB Disclosures reveal that an individual has a criminal record, advice will be sought from TMG CRB and Ofsted before a decision is made about the individual's suitability for employment with the pre-school.
- All new members of staff must provide evidence of their right to employment in the UK.
- No member of staff or volunteer may be left alone with children until they have been cleared through the above vetting processes.
- We have at least one member of staff per eight children aged three or four years, and one member of staff per four children aged two years. In addition each child and family is assigned a key member of staff who takes a special interest in them.
- Staff training meets all regulatory requirements. Managers and deputies must hold level three qualifications and assistants must hold at least level two qualifications and be working towards level three. All members of staff must also hold current certificates in pediatric first aid.

- All members of staff are required to keep their training up to date and encouraged, wherever possible, to work towards the next highest qualification available to them.
- Our pre-school's annual budget includes an allocation towards training costs.
- We support the work of our staff and help them to identify their ongoing training and development needs by means of regular monitoring / appraisals. Each member of staff is encouraged to be reflective about their own practice and to be proactive in their own professional development through target setting and training logs. Regular feedback through peer on peer observations also assists with this process of self evaluation.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Pre-school Learning Alliance and through Devon County.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss children's progress and any difficulties.

Induction of new staff and volunteers

New members of staff and volunteers are given an induction period of a few weeks in order to get accustomed to our way of working and to become familiar with where everything is. During this time:

- They will be given copies of the pre-school's principles, policies and procedures to read and sign.
- Time will be set aside, normally after a session when the children have gone home, for the manager to answer any questions about, and check understanding of, the principles, policies and procedures and to raise awareness of the implications for these on practice within the pre-school.
- They will not be expected to plan for particular groups of children but will be given training on planning and documentation. This will be given by the manager or deputy and will generally take place after pre-school sessions.
- They will be shadowed by the manager or deputy to ensure that they are comfortable with the tasks expected of them and secure in their understanding of our expectations.

This policy was adopted at a meeting of the pre-school held on(date)

Signed on behalf of the pre-school