

Staffing and Training Policy

High quality staff are essential to the provision of professional care and support for children attending the pre-school and we believe that our staff are our most valuable resource. Every care is taken to ensure that the appropriate personnel are recruited, retained and trained to ensure that high standards are maintained. The pre-school is committed to recruiting, appointing and employing staff in accordance with all relevant legislation including the guidance set out in the Norfolk County Council Early Years Safer Recruitment Toolkit.

Employment

- We have a robust Safer Recruitment policy, which details the procedures of selection, recruitment, vetting and checking processes.
- All staff, volunteers and students go through an induction process and a probationary period of 3 months and complete an induction program.
- Terms and conditions of employment are issued to all staff, which details their rights to holiday pay, sick pay and leave.
- Staff, volunteers and students have half termly supervisions and staff have annual appraisals with their line manager and a member of the Management Committee (the Chair).
- Staff, volunteers and students can raise concerns at any time with their line manager, who will endeavour to deal promptly with any issues, and are further supported by our Whistleblowing and Grievances policies.
- Home address, telephone, emergency contact details and medical information are held on file for all members of staff, volunteers and students.
- We require all staff, volunteers and students to sign up to a Code of Conduct and we refer to the **Guidance for Safer Working Practice for Adults who work with children and Young People in Education Settings (2015)**.
- On induction staff, volunteers and students are given relevant policies and a list of all the policies held by the pre-school. Staff are in addition expected to read and contribute to the review of each policy when it is scheduled for its annual revision.

Staffing

- We believe that a high adult to child ratio is essential in providing good quality pre-school care and we aim to have at least three members of staff working directly with the children.
- Each session will be led by either the pre-school leader or the deputy. When their absence is unavoidable then an NVQ level 3 or equivalent qualified member of staff will act as Lead Practitioner.
- Each session needs a Safeguarding Lead Practitioner (SLP) to be present. If we are unable to arrange SLP cover for staff absence from existing members of staff or bank staff we will close the pre-school in line with our Emergency Closure Policy and Procedures.
- Each session must have at least one member of staff with a current Paediatric First Aid certificate and should have a SENCO present.
- We aim for all our staff to hold a recognised childcare qualification equivalent to NVQ level 2 or above. Over half of staff present in a session must be qualified.

- If a member of staff is absent from a session, for example due to sickness, cover will be arranged from existing members of staff where possible. If this is not possible we hold a list of qualified and DBS checked bank staff. Covering staff will be paid at their normal rate unless they are covering as session leader when they will be paid at their normal rate plus 5%.
- If we are unable to arrange cover for staff absence from existing members of staff or bank staff we will ask a member of the Committee with a DBS certificate. However, if we are not able to fulfil the statutory requirements with regard to number of qualified staff present per session and adult to child ratios, we will close the pre-school in line with our Emergency Closure Policy and Procedures.
- Regular volunteers and students on long term placement aged 17 and over can be counted in the ratio as necessary.
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Training

- We encourage the professional development of our staff and the budget includes an allocation towards training costs.
- Staff are expected to attend statutory or recommended training. This currently includes Introduction to Child Protection, First Aid and Food Safety.
- Long term volunteers and students on placement are expected to attend Introduction to Child Protection training.
- Further training needs will be identified through supervisions and appraisals and the needs of the pre-school as a whole. Ongoing training records are held for every member of staff.
- Staff are expected to work towards an NVQ qualification, either level 2 or 3, if one is not already held.