

EXPLORERS POLICY AND PROCEDURES

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Employment

Explorers provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. The staff at Explorers are appropriately qualified and checked by the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Any visitors/volunteers without a DBS check will not be allowed unsupervised access to the children.

Ratios

To meet this aim Explorers use the following ratios of adult to children:

- Staff ratios :
 - Children aged 2 years 1 adult : 4 children
 - Children aged 3-5 years 1 adult : 8 children
- A minimum of two staff/adults are to be on duty at any time.

The Supervisor/Manager at Explorers is Anna Swinburn.

The Assistant Supervisor at Explorers is Tracey Jones.

Explorers use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents/carers/guardians for the well-being and development of the child throughout their time with Explorers. The key person will meet regularly with the family for discussion and consultation regarding the child's progress. Any special educational need (SEN) requirements are discussed by the family and SENCO (Anna Swinburn).

Explorers 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.

Vetting and Staff Selection

Please also refer to Recruitment and Equality of Opportunity Policies.

Explorers are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

- Explorers work toward offering Equality of Opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All members of staff have job descriptions which set out their roles and responsibilities.

- Applications are welcome from all sections of the community and 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 Explorers imposing conditions or requirements that are not justifiable.
- Ofsted guidance is used on obtaining references and enhanced DBS checks for staff and volunteers who will have unsupervised access to children.
This is in accordance with requirements under the *Safeguarding Vulnerable Groups Act 2006*.
- Explorers 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.
- Explorers will not allow staff to be left alone before the Disclosure and Barring check has been completed.

Changes to staff

- Explorers inform Ofsted of any changes of personnel.

Staff Disclosure

- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment).

Training and Staff development

- The supervisor and deputy hold NVQ 3 Early Years Care and Education.
- All other staff hold a minimum of NVQ 2 or above.
- Explorers provides regular in service training to all staff through the Pre-School Learning Alliance and external agencies.
- Resources for training are factored into the budget for the running of Explorers.
- Explorers provide staff induction training during the first week of employment. Relevant policies are introduced to the member of staff e.g. Health and Safety, Safeguarding Children at this induction and others introduced via an induction plan.
- Staff are supported by regular supervision meetings and appraisals.

Managing Staff absences and Contingency Plans for Emergencies

- Explorer's staff take their holiday entitlement when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager and chairperson, sometimes with agreement from other committee members, if sufficient notice is given.

- Where staff are unwell and take sick leave in accordance with their contract of employment, the supervisor informs the chairperson of the committee and cover is arranged to ensure ratios are maintained (see below).
- Sick leave is monitored and action taken when necessary in accordance with contracts of employment.

Explorers Contingency Plan to cover staff absences

Explorers has a small team of DBS checked volunteers who are willing to help out at sessions when needed. The Chairperson of the committee will phone each person and try to fill the ratio commitment or help out themselves.

If there are no volunteers available, the setting will be closed until staffing ratios can be maintained.

Please note:

The information below only needs to be included on the main policy which has been adopted and not on the parent/carer/guardian copy.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor