

## St Margaret's Nursery and After School Club - Staffing and Employment Policy

### **Statement of intent**

We provide a staffing ratio in line with the requirements of the EYFS 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 Criminal Records Bureau in accordance with statutory requirements.

### **Aims**

To ensure that all children and their parents are offered high quality early years care and education and childcare.

### **Methods**

To meet this aim we use the following ratios of adult to child:

children aged two years of age:	1 adult: 4 children; and
children aged three - seven years of age:	1 adult: 8 children.
Children aged eight - eleven years of ages	1 adult : 10 children

A minimum of two staff/adults 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 family for discussion and consultation on their child's progress.

Within after School Club an informal key person approach is used, Tracey Stepney liases with the nursery regarding the younger children and Sarah Embleton liases with the school regarding the older children. The third staff member assists with ensuring the children's well being is monitored.

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. The feedback from these meetings are provided to the committee.

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.

Our setting manager hold the CACHE level 3 Diploma or an equivalent qualification and a minimum of half of our staff hold the CACHE level 2 Certificate or an equivalent or higher qualification.

We provide regular in-service training to all staff - whether paid staff or volunteers -through the Pre-school Learning Alliance and external agencies.

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 and code of conduct. 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 Criminal Records Bureau for staff and volunteers who will have substantial access to children.

We make staff aware that they have a responsibility to tell their line manager if they are experiencing personal problems that could affect their ability to do their job. They are also made aware that certain aspects of their personal life can be held against them in the work setting.

Staff need to be aware of and understand the procedures that happen when an allegation is made against a staff member. - see child protection policy

## **Sickness and Absence**

**Due to the nature of the work that we do it is important that staff absence is monitored carefully.**

## **Notification**

If staff are unable to work due to sickness or injury they must notify the setting manager as far ahead of the time they are due to start work as possible - at least one hour. They must notify the manager in such a way that they are sure the manager is aware of this absence. The After School Club staff inform the After School Club manager who will inform the setting manager of the absence.

Staff must continue to update the manager before each consecutive session that they

are due to work, until they are fit to return to work.

If the member of staff feels that the sickness or injury is in any way related to their work they must inform the committee chair immediately.

After one week has passed and the member of staff still is unable to work they must contact the manager in person to have a discussion about the length of time that they may continue to be absent. Where there is doubt as to the length of continued absence the manager may have to implement a set time before which the member of staff would not be required. This is to allow more permanent cover to be arranged.

On return to work the member of staff should meet briefly with their manager to fill in their record of absence form. And agree together any measures that may need to be taken to prevent further absence.

After a lengthy absence it is often to be desirable to have a "Return to Work Interview" which has clear guidelines for its conduct and content agreed beforehand and a note for both parties of any action agreed.

Medical Appointments should be, wherever possible, outside school time. Where this is impossible staff will need to ask the manager for leave of absence. This will normally be granted with pay provided the appointments are not too intrusive into school time. Staff have an entitlement to reasonable time off school, with pay, for breast screening or ante-natal care

Whilst every case should be treated individually, where a teacher has, in any year, been absent on more than 5 occasions, through ill health a meeting with the Head will be arranged to discuss the effect of such absences on the pupils and on the rest of the staff

Statutory sick pay will be paid, where applicable, in line with government guidelines

This policy was adopted at a meeting of \_\_\_\_\_

Held on (date) \_\_\_\_\_

Signed on behalf of the  
Management Committee/Proprietor \_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_\_\_\_