



Employment and staffing Policy

(Including vetting, contingency plans, training and development)

Policy Statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage (EYFS) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Most of our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

Ratios

- To meet this aim we use the following ratios of adult to children:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three to five years of age: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We 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 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.
- We hold regular key person 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

- 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.

- We use Ofsted guidance on obtaining references and enhanced criminal record checks using the Disclosure and Barring Service (DBS) for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- 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.

Changes to staff

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

Training and staff development

- Our setting managers all hold Montessori teaching diploma Level 4 and all other staff have experience working with children 2 years to 5 years old.
- Our setting budget allocates resources to training.
- We provide staff induction training in the two weeks of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding termly supervision meetings and annually appraisals.
- Every staff member has a development plan which is regularly reviewed by the management, staff members are consulted on any additional courses or training they would like to have access to.
- We hold Montessori training/refresher time at 9.00-9.15am three times a week to go through materials and talk through the presentations and children that may be enjoying the material at that time.
- Keyworkers have time each week within their working day to update their children's learning journals, and any planning for their children.
- Weekly staff meetings happen on a Wednesday morning, to discuss any issues that have arisen, to do with behaviour strategies, activities ideas, sharing of any updates about particular children's needs which the parents have informed us about or child development. As well as any concerns a staff member may have.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Supervision

- Staff are supervised by the named manager of the setting, if the manager is absent due to sickness or training the named deputy manager will take charge in their absence.
- The manager of the setting will ensure staff training is up to date and each staff member has their own development plan.
- The manager will ensure staff appraisals are organised annually and they will make themselves available to staff if they need to discuss any issues on a day to day basis.
- The manager of the setting will ensure the school regularly updates the self-assessment folder looking at all areas of the school as well as the management.

Managing staff absences and contingency plans for emergencies

- In term time only settings, all the staff take their holiday breaks 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 with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:

Bank staff on call: Ms Iman Ibranim

Volunteer staff on call: Mrs Melissa Cox, Anna Patient

Part-time staff will be asked to cover if they are not normally in on that day.

This policy was adopted and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

Other useful Pre-school Learning Alliance publications

- Employment in Early Years Settings (2007)