

# **Aspin Park Early Years Group**

## **Staffing and employment policy**

### **Statement of intent**

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation are appropriately qualified, and we carry out checks for criminal and other records through the Criminal Records Bureau, in accordance with statutory requirements.

### **Procedures**

- 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 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 disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- 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.
- 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.
- Our setting leader holds a Foundation Degree in Young Children's Learning and Development and a minimum of half of our staff hold the CACHE level 3 Certificate in Pre-school Practice or an equivalent qualification.
- We provide regular in-house training to all staff.
- Our setting budget allocates resources to training.
- We encourage and assist all staff to continue their training and to attend courses and seminars run by the North Yorkshire Early Years Partnership, the Pre-school Learning alliance and other agencies.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. 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.
- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, the person's employment with us will be terminated.
- We inform Ofsted of any changes to the person responsible for our setting.
- In this setting, our staff take their holiday breaks when the setting is closed. Where staff need to take time off for any other reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave, we organise cover to ensure ratios are maintained.

Reviewed and updated:

Date..... Name.....

Date..... Name.....

Date..... Name.....

Date..... Name.....