



# Spring Grove School

## EYFS

### Staffing and Employment Policy

(including vetting, contingency plans, training and development)

We 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. Our staff are appropriately qualified and we carry out checks for criminal and other records through the DBS in accordance with statutory requirements.

#### *Ratios*

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

Children aged 2 – 3:	1 adult: 4 children
Children aged 3 – 4:	1 adult: 8 children
	1 adult (EYP): 13 children

- A minimum of 2 staff members 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 school. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We have regular staff meetings and supervision meetings to provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties that may arise from time to time.

#### *Vetting and Staff selection*

- We work towards an equal opportunities employment policy, seeking to offer job opportunities to both men and women, with and without disabilities, from all religious, social, ethnic and cultural groups
- All staff have job descriptions which set out their staff roles and responsibilities
- At least half our staff hold an NVQ3 in Childcare (or equivalent)
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the 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 the school.

### ***Training and staff development***

- We provide regular in-service training to all staff – whether paid staff or volunteers
- We provide staff induction training in the first week 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 means of regular monitoring/appraisals
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation

### ***Managing staff absences and contingency plans for emergencies***

- Our staff take their holiday breaks when the school is closed as our school is only open in term time. 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:

Staff from the school are required to cover for absences in the early years department in order to maintain the relevant ratios.

Carol Clarke  
Head of Early Years  
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