**Safer Recruitment, Staffing and Employment**

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**Statement of intent**

We provide a staffing ratio in line with the Safeguarding and Welfare requirements of the EYFS for sessional care 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 enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

**Aim**

To ensure that children below school age and their parents are offered high quality early years care and education through our staffing and employment procedures.

# Objectives and Procedures

**Ensuring that the ratio of adult to child are met:**

* Children aged two years of age: 1 adult : 5 children. (optional change from 1:4 - operational from September 2023)
* Children aged over 3 years of age: 1 adult: 8 children.
* Although these ratios are the maximum we can take, we are able to keep well below these ratios by having extra staff or regular voluntary support working within the setting.
* Our key worker system ensures each child and family has one particular staff member who takes a special interest in them.
* All staff are deployed according to the needs of the setting and the children attending.

**Procedures for safer recruitment and selection:**

* Trudy Saunders has completed Safer Recruitment Training
* We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
* We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
* 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 criminal record checks through the DBS for staff and volunteers who will have substantial access to children.
* We include in all staff contracts a statement regarding informing a manager (Mel Riches or Trudy Saunders) immediately if there are any Child Protection or Welfare concerns within their family and/ or they have been arrested by the police for any matter.
* All staff have job descriptions which set out their staff roles and responsibilities.
* When possible, we will look at recruiting from within the setting in the first instance.
* If the job is temporary supply cover, and we have identified a suitable candidate, then we would be able to fill the job vacancy without advertising the post.

**3. We ensure staff are appropriately trained and have relevant in-service training:**

* Preschool Manager: Mel Riches: Level 6 Honors Degree - Educational Leadership within the Children’s workforce.

Preschool Manager: Trudy Saunders: NVQ - Level 3 qualification in childcare – full and relevant.  
Early Years Practitioner: Kirsty Horsfield: NNEB - Level 3 qualification in childcare – full and relevant

Early Years Practitioner: Claire Davies: BTEC National Diploma in Early Years. - Full and relevant.

* Regular in-service training will be provided for all staff - whether paid staff or volunteers - through NYCC, and external agencies.
* Our setting budget allocates resources to training.
* Staff induction training will be provided in the first week of employment and delivered by a manager. 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 hold weekly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
* We support the work of our staff by holding regular supervision meetings and appraisals.

Please also refer to the staff code of conduct.

M. Riches

Written: May 2023

Next review: May 2024