

Staffing and Employment Policy

A good adult:child ratio is essential in providing quality care in our setting. 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 an Enhanced Disclosure and Barring Service (DBS) in accordance with statutory requirements. We ensure these checks are updated as necessary.

- As per Ofsted requirements, our standard ratios are 1:5 for a child under the age of 3 and 1:8 for a child over 3
- Our Keyworker system ensures each child and family has one particular staff member who takes a special interest in them
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men and women, with and without disabilities, from all religious, social, ethnic and cultural groups
- All practitioners will hold a full and relevant Level 3 Qualification that is recognised under the EYQL.
- Regular in-service training is available to all staff through the Pre-school Learning Alliance, Early Years Services, OSCB and Step Into Training
- We support the work of our staff by means of staff supervisions that take place every 6-8 weeks.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We will ensure to inform Ofsted of any changes to our Registered Person such as Owners or Managers.
- Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight or hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
- Our staff, students and volunteers focus their attention on children at all times and do not spend time in social conversation with colleagues while they are working with children.
- Staff will be required to wear the Kingfisher Kindergarten uniform which is a comfortable t shirt and jumper with any comfortable jeans/trousers and shoes.
- Staff should not accept significant personal gifts from our parents, suppliers or other agencies with whom the Nursery has contact. All gifts with a perceived value of over £20 must be declared to the Managers.

Sickness

To ensure we remain within ratio to be able to accommodate the children, we will require staff to notify the Manager/Owner with as much notice as possible and at least by 7.45am on the day, if they are not able to come in to work due to illness. This will allow us to seek appropriate cover. Staff are aware they do not get paid if they are off sick.

Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.

Staff taking medication/other substances

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. Our staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

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 our 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.



Managing staff absences and contingency plans for emergencies

Our staff take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with the Owner with sufficient notice. Where this is not possible, staff annual leave will be organised and accommodated only if ratios are not compromised.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed	Annually
Signed on behalf of the provider	La-Ryne van der Westhuizen
Role of signatory	Owner