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The Strawberry patch Nursery and Pre-school Employment and safer recruitment Policy

Policy Statement

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

At the Strawberry patch we provide a staffing ratio that is over the welfare requirements of the Early Years foundation Stage as we have a supernumerary and students to ensure that the children in our care have sufficient individual attention and to guarantee their wellbeing and development.

Our staff and managers are appropriately qualified and we carry out checks for criminal and other records with an enhanced DBS through **carecheck** in accordance with statutory requirements.

“The Strawberry patch is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”

Procedure

Ratios

We aim to meet this by the following ratios of adult to children;

- Children under 2yrs: 1 adult : 3 children
- Children aged 2yrs: 1 adult : 4 children
- Children aged 3 to 8 Yrs : 1 adult : 8 children

A minimum of two qualified staff will be on duty at any one time

We use a key person/ key buddy approach to ensure that each child has a named member of staff with whom to form a relationship, this ensures that there will be one key person with the child at all times.

We have regular Staff meetings and staff have regular planning time to discuss their child / children's progress and any difficulties that arise from time to time.

Vetting and staff selection

- At the Strawberry Patch we work towards equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff are given job descriptions that set out their staff roles and responsibilities.

- We welcome applications from all sectors of the community. Applications will be considered on the basis of their suitability for the post, regardless of marital status, age gender, culture, religious beliefs, ethnic origin or sexual orientation.
- We use ofsted guidance on obtaining references and enhanced criminal record checks through **carecheck** for Managers, staff, students and volunteers who have unsupervised access to children. This is in accordance with requirements under the safe guarding vulnerable group's act 2006 for the vetting and barring scheme.
- It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and that an enhanced DBS check will be made.
- We keep all records relating to employment of staff and volunteers, including the date and number of the enhanced DBS check.

Storage, retention and disposal of staff records and disclosure information

- The Strawberry Patch Nursery complies fully with its obligations under the Data Protection Act 1998.
- 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 Criminal Records Bureau check.
- Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

Changes to staff

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

Staff qualification, training, support and skills

- The Owner/Manager, **Emma Marsh**, holds a foundation degree and leadership qualification and the Deputy manager, Louise Blake, holds a Level 4 qualification (early years practice). Over half our staff hold a recognised level 3 qualification or higher with several having degrees,
- We provide training for our staff and volunteers through our training provider (Norfolk County Council) or in house through other external agencies.
- We provide induction training in the first week of employment; this includes our Health and Safety Policy, Safeguarding and children's welfare policies and equality policy. Copies of the other policies are given to the employee as they are to all staff for them to read.

- We support the work of our staff by holding regular Welfare checks, supervision meetings and appraisals this gives the staff opportunities to discuss coaching, training, the team, continuous improvement also confidential, safeguarding and sensitive issues. These take place half termly and yearly.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Managing staff absences and contingency plans for emergencies

- The Manager and Operations Manager organise staff leave so that the ratios are not compromised.
- 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 their contract of employment.
- We have contingency plans to cover staff absences, as follows, use of part-time or Bank staff to cover sickness and other absence such as training etc.
- In the event of the nursery being closed (e.g. due to snow) parents are contacted either by phone or Email by Emma Marsh.
- The Local Radio station is also contacted so they can put the information live on air.

Signed:

Date: September 2019

Review Date: September 2020