



Lyndhurst Pre-School

Employment and staffing

(Including vetting, contingency plans, training and development)

Policy Statement

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. We advocate a high adult to child ratio as we see it as an essential factor in improving good quality Pre-school care, and often we find our ratios much lower at our Pre-school than as prescribed by legislation. The Registered provider, Manager and all staff and volunteers must have a Disclosure and Barring Services check.

EYFS Key themes and commitments

A unique child	Positive relationships	Enabling environments	Learning and development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

Experience and Commitment

The Manager is Janet Malcolm qualified to NNEB Level 3. The Deputy Manager is Juliet Dunning qualified to NVQ Level 3. The Pre-school practitioners are Elizabeth Chick, qualified to NVQ Level 2, and Charlene Gander qualified to Cache Level 3.

Contracts of Employment

Staff have employment contracts which lay out the terms and conditions of employment, and all working hours are reviewed annually. Grievance procedures are available.

Procedures

Ratios

- we endeavour to have at least one member of staff to each 5 children and more if there are younger children present although Ofsted require 1 adult to 4 children under 3 years old and 1 adult to 8 children above the age of 3 years old
- There are usually 3 staff/adults on duty at any one time. However if a Pre-school session is attended by less than 8 children the number of adults may be reduced to 2 adults.
- 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 pre-school. 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 which may arise from time to time.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff receive a contract and job descriptions which set out their staff 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 marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- 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.
- In respect to Safeguarding we make it clear to applicants that any position in the Pre-School is exempt from The Provisions of the Rehabilitation of Offenders Act 1974
- 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.
- Recruitment procedures include completion of a job application form, interview, and compliance with DBS procedures, providing a minimum of 2 referees, completion of a Health Declaration, induction and review of practitioner's responsibilities to safeguarding.
- References will be requested from the information supplied and any anomalies such as gaps in Employment history or regular job moves will be discussed further.
- All appointments, both paid and voluntary will be subject to a probationary period and will not be confirmed unless the Pre-school is confident in an applicant's abilities.
- We inform Ofsted of any changes in the person responsible for our pre-school.

Training and staff development

- Staff training meets all regulatory requirements. In addition we aim to ensure that all our staff hold a relevant child care qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Early Years Alliance and external agencies.
- Our Pre-School budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding children Policy. Other policies and procedures will be introduced within an induction plan.
- Supervision meetings take place half-termly and include safeguarding concerns and appraisal.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We seek out training opportunities for all adults involved in the Pre-school to ensure they recognise physical abuse, emotional and sexual abuse and neglect and understand the reporting procedures
- The Manager organises appraisal meetings with all staff annually, overseen by one of the Directors.

- Career development is encouraged for all staff
- Regular in-house training is available to all staff, both paid and volunteers, and we access online training through the Early Years Alliance and Educare.
- We support the work of our staff and identify their ongoing training and development needs.

Managing staff absences and contingency plans for emergencies

- Staff may only take their holiday entitlement outside of 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, and hours deducted from their salary.
- 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: Emergency cover contacts in the Office of staff, ex-staff, Directors and temporary Bank staff

Salaries

Staff salaries are paid on the 25th monthly. The Manager prepares timesheets on the 20th monthly to include any additions /deductions to hours and payroll. A Director, usually the Chairperson, checks and agrees the timesheets. Our payroll administrator, Mrs. Mary Corbett, processes the timesheets and deals with PAYE, pension contributions, National Insurance Contributions, and net pay calculations. The Manager receives these figures and inputs payroll using the process of BACS payments.

Maternity and Statutory maternity pay

When a member of staff announces a pregnancy it is beneficial to advise the payroll administrator and to use the EDD (Estimated date of delivery produced by the mid-wife) to inform the staff member of the terms of employment, and to calculate if the member of staff qualifies or is on the threshold of SMP (Statutory Maternity Pay). The mid-wife can also provide information regarding the member of staff's health and well-being.

The most up-to-date information regarding SMP and Maternity Grant can be found in the manual entitled 'Employment in Early Years' Settings' and at www.gov.uk (maternity pay and leave).

Statutory Sick Pay (SSP)

There is no contractual sick pay scheme but employees may be entitled to Statutory Sick Pay, Notification of absence from work due to illness or any other cause should be made on the First day that an employee is absent from work to the Manager, as early as possible to ensure staff cover and by phone, rather than by text. Employees must complete a self-certification form or provide a Doctor's sick/fit note.

To qualify for SSP an employee must

- be classed as an employee
- earn an average of £120 per week (figures correct as at 1/2021)
- pay Class 1 National Insurance Contributions
- have been ill for at least 4 days consecutively, including non-working days
- provide a sick note/fit note if absent for more than 7 days in a row

- SSP is currently £95.85 for up to 28 weeks (figures correct as at 4/2020)
- SSP is paid when the employee is sick for at least 4 days in a row, however in the absence of a fit note, on their return to work, and within 7 days, they must complete a self-certification form (SC2) explaining the nature of their sickness absence (SC2 form available at www.gov.uk)
- SSP is paid when the employee is sick for at least 4 days in a row
- SSP is paid on the regular payday, with tax and National Insurance deductions as appropriate

SSP and Coronavirus 2020-2021

From March 13 2020 employers start paying SSP from the first qualifying day that an employee is off work (self-isolating or shielding) as long as they are off for at least 4 days in a row, including non-working days. Employers must keep records of SSP paid to an employee who was off work because of the Coronavirus, including dates, qualifying days, the reason for absence (Covid or isolating or shielding or told by the Government) for 3 years.

This policy was adopted at a meeting of Lyndhurst Pre-school

Held on (date)

Signed on behalf of the Pre-School

This policy is taken and adapted from the PLA Policy and Procedures