



Registered Charity No 1035670

Staffing and Recruitment Policy

This is Beckley Preschool's policy on staffing and recruitment.

Statement of intent

Beckley Preschool provides a staffing ratio within the requirements of the Statutory Framework for 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 Disclosure Barring Service in accordance with statutory requirements.

We aim to ensure that all job applicants and employees receive fair and equal treatment and that consistent and equal opportunity criteria are implemented in the selection of employees.

Aims

To ensure that children below school age and their parents are offered high quality early years care and education.

Methods

Staffing

- To meet this aim we use a ratio of 1 adult to 4 children [under 3 years old] and 1 adult to 8 children [over 3 years old]. Children are supervised at all times.
- A minimum of two staff/adults are on duty at any one time.
- Staff/volunteers/students under the age of 17 are not counted in the adult/child ratio and will be supervised at all times.
- We use a key person system 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 setting. The key person is available to meet regularly with the family for discussion and consultation on their child's progress.
- We hold regular staff meetings to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- Both our Team leader and Deputy hold the CACHE NVQ level 3 in Childcare and Education or an equivalent qualification and a minimum of half of our staff hold the CACHE level 2 or equivalent or higher.
- The Manager will have had a minimum of two years' experience of working in an Early years setting.
- The setting supports the staff in improving their qualification levels.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through sharing training received and external agencies.
- Our Preschool budget allocates resources to training.
- We support the work of our staff by holding regular supervision meetings and appraisals.

Beckley Preschool, Beckley Village Centre, Main Street, Beckley, TN31 6RL 01797 260582

Email : info@beckleypreschool.co.uk

Website : www.beckleypreschool.co.uk

Employment

- 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.
- All staff/volunteers/committee members have job descriptions/are given guidance which set out their roles and responsibilities.
- We advertise in the local newspapers and on notice boards. Interested candidates are sent a job description and an application form. Candidates are then short-listed, usually by the Chair and Manager. Interviews are carried out by two committee members and the Manager. References are taken up, sometimes before the interview if appropriate and the candidate has given approval, and a disclosure barring service check is carried out. Decisions about suitability for the post are obtained through evidence from;
 1. References
 2. Full employment history
 3. Qualifications
 4. Interviews
 5. Identity checks
- All members of staff are given a contract. There is a probationary period of a term after which there is a review.
- 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.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks for staff and volunteers who will have substantial access to children.
- Only staff who have undergone an enhanced DBS check will be allowed to have unsupervised contact with children.
- We have an induction plan which includes familiarising the new member of staff with our policies and procedures, particularly health and safety, fire drill and Safeguarding.

Safer recruitment and selection

Advertisement of posts and application packs will make explicit reference to the commitment of the setting to safeguarding, including:

- Compliance with vetting and barring regulations (www.gov.uk – “Employing People”)
- Clear statements in the job description and person specification that explicitly reference the individual’s safeguarding responsibilities
- Providing information about the Safeguarding Policy and practices to applicants

The selection process will:

- Comply with vetting and barring regulations (www.gov.uk – “Employing People”)
- Always use application forms (CVs should not be accepted)
- Have a minimum of two people checking for any gaps in employment history and explore these gaps during interview

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We ensure at least one reference is from a previous employer and specifically ask if there have been any concerns or allegations about the applicant's behaviour towards children and/or any disciplinary action and confirm with the referee the applicant's responsibilities. Compare this information with that provided by the applicant; any inconsistencies or concerns regarding the information provided in a personal reference must be followed up directly with the referee

We ensure that any concerns arising from the applicant's medical reference are followed up directly with the applicant and with the employee's doctor

We seek to explore at the interview the applicant's attitudes towards children and young people, their motivation for pursuing the role and managing boundaries

We always ensure that any other uncertainty or inconsistency about the information provided about the applicant is followed up and resolved

We check qualifications are valid by requesting certificates are presented

We check identify by requesting documentation e.g. passport, driving license or similar

We ensure at least one member on the short listing/interview panel has been suitable trained on safer recruitment

This policy was adopted by the Management Committee of Beckley Preschool on 22nd May 2008. It has been reviewed on 8th November 2013.

Signed on behalf of the management committee:

Name of signatory:

Role of signatory:

Date: