

## Staffing and Employment Policy

A high level of care is paramount to the running of Pathways and we follow the child ratios which are set out by OFSTED.

- Under 2years - 1 adult to 3 children
- 2 year olds - 1 adult to 5 children
- 3-8year olds - 1 adult to 8 children

All children who attend Pathways over 8 must not affect the running of the nursery for the younger children.

Regular staff meetings provide the opportunity to discuss any problems and reinforce the policies and procedures. All staff are given a 3 month trial and receive a contract and staff handbook. All staff have job descriptions, which set out their roles and responsibilities. All staff are DBS checked and records of this are kept at the setting.

Staff appraisals are completed yearly, and this provides the opportunity to put together a development plan, all staff are encouraged to attend further training courses and are responsible for their own personal development, with support and guidance from the manager.

Staff supervision is carried out every term and provides the opportunity for staff to discuss the children, their development and any safeguarding concerns; we look at performance and update their own personal development.

Peer on peer observations are carried out every term and discussed with the individuals involved. This enables us to build on our knowledge as a team and learn from one another.

All staff have their own Continuing Professional Development files (CPD) which they keep up to date and manager signs off.

Suitability is checked every 3 months.

As set out at least half of all staff must hold a level 3 qualification. Members of staff are expected to conduct themselves in a professional manner and show good knowledge of the standards set out.

The use of registers and a waiting list shows us where to use the staff and ensures that the child ratios are met at all times including holidays.

### **Procedures**

#### Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions, which set out staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on their suitability of the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage of civil partnership. 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 enhanced disclosure and barring checks for staff and volunteers who will have unsupervised access to the children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the disclosure and barring checks.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children - whether received before, or at any time during their employment with us.
- Disclosure and barring checks will be regularly checked where staff have signed up to the online checking system.
- At least 2 references will be sought before employment commences.

#### Disqualification

- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

#### Changes to staff

- We inform Ofsted of any changes to our management team and trustees.

#### 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. Staff will only work directly with 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.
- We may contact your GP for information regarding your suitability if need be. Permission will always be sought from the employee.
- If we have reason to believe a member of staff to be under the influence of alcohol or any other substance that may affect their ability to care for the 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

- For term time only staff their holiday will be paid outside of this term throughout the year. If these staff require time off then this will be unpaid and needs to be agreed with their manager.
- For all other staff who work all year the manager will authorise the leave so that ratios are not comprised. This needs to be put in writing to the manager.
- 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.