



Staffing Policy

Policy Statement

It is the policy of Little Den to operate in accordance with the safeguarding and welfare requirements as set out in Section 3 of the Statutory Framework of the Early Years Foundation Stage. Little Den will ensure that those employed by the setting are suitable to fulfil the requirements of the role, and that they hold the appropriate qualifications, training and skills. All staff receive Induction Training and have a clear understanding of their roles and responsibilities. The setting carries out an enhanced criminal records check in line with statutory requirements for all staff and volunteers working within the setting.

Procedures

Ratios

- The primary responsibility of Little Den is to meet the needs and to ensure the safety of all children in the setting.
- All children will be supervised by members of staff in the outside and inside areas of the setting in accordance with ratios.
- Little Den complies with or exceeds the minimum ratio of adults to children as set out in the Statutory Framework, namely:
 - For children aged 2 – one member of staff for every four children
 - For children aged 3 and 4 – one member of staff for every eight children
- The nature of the setting means that there will be a minimum of 3 staff / adults on duty during a session
- In line with requirements Little Den adopt a 'key person' approach. Each child attending the setting will be allocated a nominated key person. The key person will ensure that each child receives care, support and development in line with their individual needs. The key person is also the first point of contact for parents, carers and families of children and will establish an effective two-way channel of communication between the setting and the family.
- We hold regular staff meeting to discuss curriculum planning and to discuss individual children's progress, achievements and any difficulties that may arise from time to time.

Staff Recruitment and Selection

- Little Den supports equal opportunities and will exercise non-discriminatory practices when recruiting and selecting new staff into the setting.
- Recruitment and selection of staff follows a robust and fair recruitment procedure and candidates are assessed purely on their suitability to fulfil the role and responsibilities of the position for which they have applied.
- Little Den welcome applications from all sections of the community and a candidate will be assessed on their suitability for the post, regardless of disability, gender



reassignment, pregnancy and maternity, marital status, sex, age, gender, culture, religious belief, ethnic origin or sexual orientation.

- Little Den follows Ofsted guidance and will always obtain references and carry out enhanced criminal record checks through the DBS for all staff and regular volunteers working at the setting. Staff will be put on the DBS update service.
- No volunteers or any other visitor to the setting 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.
- A paper record relating to the employment history, obtaining of references and criminal records bureau checks made on all members of staff will be held in order to demonstrate that Little Den have complied with all legal and statutory requirements. These are in accordance with Ofsted, the Statutory Framework for the Early Years Foundation Stage and under the Safeguarding Vulnerable Groups Act 2006.
- Little Den will always inform Ofsted of any change in staff management or committee.
- Little Den provide job descriptions which outline the role and responsibilities of all members of staff
- In a situation where Little Den becomes aware of any relevant information which may lead to the disqualification of an employee, our first priority will be to take action to ensure the safety of children. This may involve the investigation, and subsequent disqualification and termination of employment at Little Den.
- Little Den follows the requirements set out in the Safeguarding Vulnerable Groups Act 2006 and will always make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or resigns in advance of dismissal) because they have harmed a child or put a child at risk of harm.
- Staff are expected to disclose any convictions, court orders, cautions, reprimands and warnings that may affect their ability to work with children regardless of whether this is received before or at any time during their employment with Little Den.
- Continued suitability of staff to work with children is assessed on an ongoing basis at Supervision Meetings.

Training / Development of Staff

- All staff working at Little Den either hold a Level 3 Diploma for the Early Years Practitioner or higher or will be training towards this. They will have attended all relevant training courses in safeguarding children, paediatric first aid and food handling and hygiene.
- Staff are committed to executing their role and responsibilities in line with their training, the setting's policies and procedures, the standards set out in the Statutory framework and all relevant legislation and best practice
- Little Den is committed to the on-going training and development of its staff. This is delivered through the Pre-school Learning Alliance and external agencies.
- Little Den's budget allocates resources to training on an annual basis
- During the first week of employment new members of staff will receive a comprehensive written Induction plan to include the Health and Safety Policy, confidentiality agreements and Safeguarding Children Policy.
- All other policies will be issued to and discussed with new members of staff.



- Little Den supports the work of staff through formal quarterly supervision meetings and annual appraisals.

This policy was adopted at the meeting of the Management Committee held on:

.....

Signed on behalf of the Little Den Pre School Playgroup:

.....

Print Name:

..... **Position: CHAIRPERSON**