

## **Safer Recruitment**

We provide a staffing ratio in line with the welfare requirements of the EYFS, to ensure that the children have sufficient 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 and Barring Service (DBS) in accordance with statutory requirements. We also require staff to enrol on the update service to allow us to carry out regular checks on the DBS status.

### **Ratios**

To meet this aim, we use the minimum following ratios of adults to children:

- Children under two years of age: 1 adult per 3 children
- Children aged two years of age: 1 adult per 5 children
- Children aged three to seven years of age: 1 adult per 8 children

A minimum of two staff/ adults are on duty in each room at any one time.

The room leaders and deputy room leaders are level 3 qualified or equivalent, and the baby room leader has at least 2 years' experience with under 2-years.

We use a key person approach so 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 within the setting. The key person meets regularly with parents for discussion and consultation on their child's progress.

We have a secondary key person system for times when the primary key person is off sick, on their lunch break or on holiday, or in times that they are leaving or no longer employed with an aim to transfer primary care to the secondary.

We hold regular staff / room meetings to undertake planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Management also carries out supervisions with all staff at least every 6 months. Every 3 months staff have 1:1 meetings with their room leader and there are room meetings held regularly within each team.

# InceyWinceys Day Nursery

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## **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 their staff roles and responsibilities. We welcome applications from all sections of the community and use agencies or adverts when needed. Applicants will be considered on 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 our imposing conditions or requirements that are not justifiable.

We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for all staff and volunteers who may have unsupervised access to the children. We keep all records relating to employment of staff and volunteers, those demonstrating that checks have been done, including the date and number of the enhanced DBS check. The Nursery is aware of its responsibilities to make a referral to the DBS when we believe a person has caused or may in the future cause harm to vulnerable groups including children.

We check that the qualifications are full and relevant under the DfE guidelines and all staff are trained in paediatric first aid within 3 months of employment.

## **Changes to Staff**

We inform Ofsted of any changes in the person responsible for our setting. We also inform parents when a member of staff leaves and ensure that a new key person is in place for the child.

## ***Managing Staff Absences & Contingency Plans for Emergencies***

Throughout the year staff ratios are managed so that annual leave does not compromise the ratios, or the quality of care provided to the children. Only one member of staff from each room may take annual leave at any one time, unless in exceptional circumstances that have been authorised by the manager.

Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure that ratios are maintained.

**Revised on 4<sup>th</sup> July 2024**

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Sick leave is monitored, and action is taken where necessary in accordance with the contract of employment.

## **Induction of Staff and Volunteers**

We provide an induction for all staff and volunteers in order to fully brief them about the nursery, the families we serve, our policies and procedures, curriculum and daily practice.

As part of the induction the following areas are covered:

- Introductions to all other staff and volunteers
- A tour of the building, to include health and safety and fire procedures
- Ensuring our policies and procedures have been read and understood
- Introduction to parents
- Details of the tasks and daily routines to be completed

## **Student Placements**

The nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality we offer placements to some students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placements with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have CRB checks carried out.
- We always supervise students under the age of 17 years and do not allow them to have unsupervised access to the children.
- Students undertaking qualification courses who are placed in our nursery on a short-term basis are not counted in the staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We require all students to adhere to our confidentiality policy.

**Revised on 4<sup>th</sup> July 2024**

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- We provide students with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.