

# Rainbow Early Years

## Staffing and employment policy

### Statement of intent

We provide high quality care for all children who attend Rainbow Early Years (REY) employing adults who are appropriate for their role and giving them the support they need to carry out their role.

### Aims

To ensure that both children and their parents feel safe whilst at REY and that high quality Early Years care and education is provided at all times.

### Methods

#### Staffing

- We use the following ratios of adult to child:
  - Children aged two years of age: 1 adult: 4 children
  - Children aged three to seven years of age: 1 adult: 8 children
- A minimum of two staff members will be on duty at any one time.
- We use a Keyperson system alongside a 'buddy' Keyperson, to ensure that each child and their family have a specific member of staff to build a relationship with.
- We hold regular staff meetings to undertake curriculum planning, share ideas and discuss children's progress, their achievements and any difficulties, which may arise or gain feedback from training attended.
- TTday's will be planned over 5days a year and further CPD opportunities booked dependant on the needs of the team.

## Recruitment

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All job vacancies are advertised appropriately in accordance with employment laws.
- 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 are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- All applicants for any position are expected to complete an application form, attend a job interview and provide two valid references (or names of referees) before a job offer is made.
- CV's are not accepted unless they are in addition to the completed Rainbow Early Years application form.
- The Manager may follow up references by telephoning the referees given to check dates of employment and clarify comments made.
- The interview panel must consist of at least two appropriate representatives who have in-depth knowledge of REY, one of which must have undertaken appropriate 'Safer Recruitment' training.
- All applicants are made aware at the time of interview and of our No Smoking Policy.
- We use Ofsted guidance on obtaining references and enhanced DBS checks through the NDNA for all paid staff and volunteers who will have substantial access to children.
- Until satisfactory clearance is gained no adult will have unsupervised access with any child whilst at REY.
- All members of staff have relevant job descriptions, which set out their roles and responsibilities at the time of their appointment.
- All new adults to REY are expected to sign a Confidentiality agreement on the first day they attend.
- All staff are required to read, understand and follow the policies laid down by Rainbow Early Years management.

## Training

- Our Early Years Manager holds a BA (Hons) in Early Years and Childcare and has Early Years Professional Status.

- Many Keypersons hold a Level 3 Child Care qualification or when appointed new staff members the setting will support staff to achieve this qualification (if financially possible) others are Level 2.
- The Manager is expected to undertake 'Safer Recruitment' training/ refresher training and update this as necessary.
- We provide regular in-service training to all adults, whether paid staff members or volunteers, through the Pre-school Learning Alliance, NDNA or the W.C. Early Years Team and other agencies.
- Our annual budget allocates resources to training.
- All members of staff are expected to undertake First Aid training every three years as well as Food Hygiene and Safeguarding as and when required.
- The Manager or Assistant Manager, will oversee staff induction training. Our initial induction pack includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. Other policies and procedures will be introduced within the induction plan.
- We support the work of our staff by providing supervision sessions between members of staff and the Manager /Assistant Manager, 3 times a year.
- The Chair or a named member of the parent management committee will support the Manager with an annual performance meeting at the end of the year.
- A nominated member of the committee will support the setting and Manager with poor performance management and create time to meet with members of staff if required. This person will also be present in some cases for Return to Work interviews if required.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of review: August 2017 by the Manager.

Reviewed: 14-8-2018.

Reviewed; 30-8-19

Reviewed; 4-8-20