



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Employment

Employment and Staffing

(Including vetting, contingency plans, training and development)

Policy statement

At Ollie's we provide a staffing ratio in line with the Welfare Requirements of 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 enhanced criminal records through the Disclosure and Barring Services in accordance with statutory requirements.

Procedures

Ratios

- To meet this aim we use the following ratios of adult to children:
 - Children aged two years of age: 1 adult : 4 children; and
 - Children aged three to seven years of age: 1 adult : 8 children
 - Children 8 years and over: 1 adult : 15 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child within the EYFS framework 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 Ollie's. For children whose keyworker works shifts, we have a buddy keyworker system in place. The key person meets regularly with the family for discussion and consultation on their child's progress.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

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

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 application 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 our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through Capita Services for the Disclosure and Barring checks for all staff and volunteers who 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.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced CRB check.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.

Training and staff development

- Ollie's manager hold BA (hons) in Early Childhood Studies and Early Years Teacher Status and the deputy hold a Level 4 in Child Care Learning & Development and a minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff – whether paid staff or volunteers – through the local authority training schemes, Pre-school Learning Alliance and other external agencies.
- Our setting budget allocates resources to training, although considers the benefits of allowing staff to attend courses of their interest.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Managing staff absences and contingency plans for emergencies

- Here at Ollie's staff only work term-time hours in accordance with our local school, therefore having to take their holidays during school holidays.
- Where staff are unwell and take sick leave, 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.
- We have contingency plans to cover staff absences, as follows:
 - Ollie's has a bank of casual staff who simply work for those hours when needed, also the manager and administrator (who are both level 3 qualified) and not always included in the day to day ratio of staff-children, are available for contingency plans.

Ollie's bank accounts are held with The Royal Bank of Scotland and this enables us to have access to other services. Mentor provides us with all the knowledge and professional support surrounding employment law. It provides Ollie's with an employment hand book as we as employees handbooks. It prepares all staff contracts and the legal services. Each member of staff is given an employee handbook and asked to read carefully to ensure they fully understand what is expected of them when working for Ollie's, and what their entitlements are. A support telephone number is available for management or individual staff as and when needed, available 24 hours a day.

Legal Frameworks

- EYFS – Suitable people
- Childcare Act 2006

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)

- Date Policy was written and agreed by all staff:

- Signed :

- Position :