

## Staffing, Employment and Safe recruitment

### Policy statement

The Mulberry Bush strives to recruit, appoint and employ staff who are professionally able and suitable as candidates for the vacant positions within the setting. It is of paramount importance that the recruitment process is vigorous and that staffing ratios are maintained at all times in the interest of keeping our children safe and protected at all times.

### Procedures

We provide a staffing ratio in line with the Safeguarding and 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.

To meet this aim we use the following ratios of adult to children:

- Children aged two years: 1 adult : 4 children:
  - at least one member of staff holds a full and relevant level 3 qualification; and
  - at least half of all other staff hold a full and relevant level 2 qualification.
- Children aged three years and over: 1 adult : 8 children:
  - at least one member of staff holds a full and relevant level 3 qualification; and
  - at least half of all other staff hold a full and relevant level 2 qualification.
- We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over between the hours of 8am and 4pm as follows:
  - there is at least one member of staff for every 13 children; and
  - at least one other member of staff holds a full and relevant level 3 qualification.
- A minimum of two staff/adults are on duty at any one time.
- Each child is assigned a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with parents for the child's well-being and development in the setting. The key

person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.

- 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.
- Supervision meetings occur on a 1:1 basis, every 4 months, to enhance the well-being of staff.

## **Recruitment**

The Mulberry Bush aim to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age or perceived age, sexual orientation or disability.

We will base our recruitment decisions on evidence from references, employment history, qualifications, interviews, identity checks and other checks such as medical suitability.

## **Procedures**

- Candidates are informed of the need to carry out 'enhanced disclosure' checks with DBS before posts can be confirmed.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

- We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.

**In order to achieve Safe Recruitment:**

- Members of staff, paid or unpaid, will be DBS checked and will not be able to work within the Nursery unsupervised until clearance is received.
- Two references will be requested.
- Full employment history will be requested and any gaps within their history will be investigated and explanations required.
- A medical questionnaire is completed and reviewed.
- Evidence of relevant qualifications and identification will be requested.
- Applicants will be interviewed by management.
- Staff roles and responsibilities are set out within job descriptions.
- A thorough induction is completed upon starting and "on the job" training provided continually through the course of employment.
- All appointments are subject to a satisfactory probationary period.

**Training**

The Mulberry Bush is committed to continuous professional development, and as a result training opportunities are offered throughout the year.

As well as external training offered by professional bodies, we also provide continual "on the job" training, annual appraisals and supervisions termly.

The person responsible for staff training and development is **Mrs Vicki McKinnell (EYPS)**

This policy was adopted at a meeting of

The Mulberry Bush Pre School and Lunch Club *(name of provider)*

Held on

8/4/13 *(date)*

Date to be reviewed

8/4/14 *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)