

Staffing, Staff Development, Training, Supervision and Appraisals

Little Pippins is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters. Staff are our most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

The Manager will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner. The Manager should encourage staff to contribute to the planning, development and quality of the programme of activities provided.

Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.

Members of staff are expected to display both knowledge and understanding of multi-cultural issues and inclusion, and a commitment to treating all children as individuals and with equal concern and respect.

Members of staff will ensure that their dress and personal appearance are appropriate for working with children and have an awareness of health and safety issues.

Personal mobile phones, cameras and other electronic devices must be switched off, placed in the phone crèche and not used during working hours. If staff need to receive an emergency call, the person calling them should use the main Little Pippins number.

The Manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.

Little Pippins recognises that regular training and monitoring of professional development are important for all staff. Training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues.

Little Pippins is committed to providing for staff:

- A full induction process.
- A regular system of supervision and appraisals.
- Information about qualifications and training.

This will help to ensure that staff development needs and the requirements of the Early Years Foundation Stage are being met.

Terms and Conditions

Little Pippins is committed to promoting family friendly employment practices to help staff balance work and family commitments. Little Pippins will make every effort to be flexible with staff and to promote harmonious working relations, through trade unions and other organisations.

Little Pippins will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.

In return, Little Pippins expects honesty, loyalty and diligence from its staff.

All staff will have a written employment contract, including rates and levels of pay and other terms and conditions, which are the responsibility of the Management Committee.

All staff have job descriptions which set out their staff roles and responsibilities.

All staff have induction training in the first week of employment.

We support the work of our staff by holding regular supervision meetings and annual appraisals.

Staff Selection

All staff will be recruited following Safer Recruitment guidelines and protocols.

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. 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 Little Pippins imposing conditions or requirements that are not justifiable.

We keep all records relating to employment of staff and volunteers securely, in particular those demonstrating that checks have been done, including date and number of the enhanced DBS check. All personal data relating to unsuccessful applicants is securely destroyed within one calendar year. Personal data of staff is securely destroyed 6 years after the member of staff has ceased employment with Little Pippins.

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

Qualifications, Experience and Safety

The Manager and all staff (including students and volunteers) will be suitably qualified, have relevant experience, have undergone an identity check and a Disclosure and Barring Service check, and at least two written references will have been obtained. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006.

References will seek factual information about a candidates' previous attendance and time keeping. Where cause for concern is identified, enquiries will be made as to the reason for poor attendance and decisions made about an appointment in the light of such information.

Little Pippins will not employ staff or volunteers who have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989. A person who has not undergone a DBS check, but who is on the premises (such as a member of staff awaiting the result of a DBS check) will not be left unsupervised with a child.

Staff will complete a suitability declaration annually. They are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.

Where we become aware of any relevant information that may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

The Manager and her deputy will have an appropriate qualification to the post, along with at least two years' experience of working in a day care setting. At least half of the rest of the staff in the setting will hold a relevant level 2 qualification or higher qualification. Appropriate qualifications as defined by the Department for Education.

Standards of Behaviour

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

Staff focus their attention on children at all times and should not spend time in social conversation with colleagues while they are working with children.

No smoking, alcohol or drug use is allowed on the setting's premises. If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

No bullying, swearing, harassment or victimisation will be tolerated on the setting's premises.

Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Staff Inductions

New members of staff will be issued with a job description, a copy of the employee handbook and information about Little Pippins' policies and procedures. Staff will also undergo an induction process during the first 6 weeks of their employment and be assigned a mentor to help them settle in.

As part of the induction, the Manager or assigned mentor will discuss and talk through everyday practices of Little Pippins. These will include:

- Familiarisation with the premises, health and safety, and fire and evacuation procedures.
- Explaining staff rotas, breaks and all aspects of the day-to-day management and running of Little Pippins.
- Introducing the new member of staff to their colleagues, children and parents/carers, especially parents of allocated key children where appropriate.
- Pointing out the practical implications of our policies and practices, including how they relate our obligations under the safeguarding and welfare requirements.
- Providing information regarding attendance standards and absence and illness reporting procedures.
- Staff will be asked to sign to confirm that they have read and understood the policies, particularly those relating to health and safety, safeguarding children, confidentiality records and equality and diversity.

Staff Supervision

All staff will receive regular supervision meetings - at least 3 times per year two of which will include practice observations and feedback. A record of the discussion and decisions will be kept. We aim to foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision will provide opportunities for staff to:

- Discuss any issues – particularly concerning children's development or well-being
- Identify solutions to address issues as they arise

- Receive coaching or request training to improve their personal effectiveness or practice.
- Communicate with the Manager about difficulties and problems regarding attendance and capability so that every effort can be made to resolve them

Staff Appraisal

The third supervision meeting will be in the form of an annual appraisal. This will review the employees' performance and potential and identify appropriate training and development needs.

The Manager's appraisal will be carried out by the Management Committee Chair. Other staff will be appraised by the Manager.

Staff Meetings

There will be regular staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing. Staff meetings will be a forum for setting objectives for the Pre-school.

Training Opportunities

Little Pippins will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of playwork issues.

It is the joint responsibility of the Management Committee and setting management to identify, promote and facilitate the provision of suitable training courses for staff and strongly encourage them to take advantage of these. Support will be given to help staff overcome any barriers to accessing such training.

Staff will be expected to attend training courses and update skills as and when requested by the Management Committee. Staff will not suffer financially for any training that they are required to undertake. Our budget allocates resources to training.

Specific training courses in Food Hygiene, Equality and Diversity, Safeguarding Children, First Aid, Inclusion, Prevent Duty, and Health and Safety are recommended. Staff members must always attend such courses when requested. It is the joint responsibility of the Management Committee and setting managements to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil Little Pippins' legal responsibilities.

We keep an up to date central record of staff qualifications and training.

Staff to Children Ratios

The setting is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support.

The minimum staffing ratio for children aged 3-7 will be 1:8. However, in an emergency situation, a ratio of 1:13 may be employed if an experienced and competent member of staff with EYPS or QTS is on the premises.

For children aged 2-3, there will be at least one member of staff for every 4 children

For children aged 8 and over, we will make every effort to maintain a ratio of staff to children of 1:8.

We only include those aged 17 years or older within our ratios where they are competent and responsible. We may also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.

The Management Committee will ensure that there are always at least two members of staff on duty on the premises at any given time and we will endeavour to ensure that either the Manager or her deputy is on the premises at all times. At least one member of staff on the premises will be suitably qualified in First Aid, and at least one Designated Safeguarding Lead will be on the premises or immediately contactable at any given time.

The Management Committee will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, holidays and sickness.

The Manager deploys, staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight *or* hearing of staff at all times. Staff are deployed according to the needs of the setting and the children attending.

Staff will inform their colleagues if they have to leave their area and tell them where they are going and, if necessary, arrange temporary cover for their area.

We use a key person approach to ensure 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 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.

The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.

Staff Absences

Staff should take their holidays when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Manager giving as much notice as possible.

The pre-school committee and Manager have an obligation to consider the effects of absence on the quality of its provision and the ongoing effect on other staff.

The pre-school committee and Manager recognise that staff attendance may be influenced by a number of factors and they will offer reasonable assistance to staff to resolve issues of poor attendance.

The Manager has the right to discuss concerns about attendance with individual members of staff. Similarly, all staff have the right to discuss with the Manager any concerns or problems they believe may affect their performance or attendance.

If staff are unable to attend work due to illness or other medical condition, they must contact the Manager in the first instance prior to the start of the working day. Staff should indicate why they are unable to attend work and when they expect to return.

On returning to work, staff should complete a self-certification form for any sickness absence. A return to work interview will take place by the Management Committee or Manager.

For absences of longer than 7 days, a doctor's certificate must be submitted.

We organise cover to ensure staffing ratios are maintained.

Whilst most concerns and problems regarding attendance and illness will be dealt with by the Manager, the pre-school committee may become involved if these problems and concerns cannot be resolved. Equally, if any member of staff feels their problems and concerns have not been addressed by the Manager, they may ask to speak to the committee chair.

The Management Committee will keep records of all sick-leave, other absences and lateness.

Staff Disciplinary Procedures

Minor disagreements among staff, or between staff and Management Committee, can usually be resolved at the regular staff management meeting or informally by discussion.

A more serious situation arises when a dispute cannot be resolved, or when the Management Committee is dissatisfied with the conduct or activities of a member of staff.

Any disciplinary matter will be dealt with in line with the Disciplinary and Grievance Procedure which is included in the Employee Induction pack.

Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

We provide staff with a privacy notice that details how and why we process their personal information.

Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Management Committee.

Further details of the setting's confidentiality procedures are set out in the Records policy, Information Sharing policy, Confidentiality policy and privacy notices.

This policy was adopted at a meeting of Little Pippins Management Committee

Held on: 17th May 2021

Signed on behalf of the Management Committee: *K Dee*

Role of signatory: Chair

Review date 2022