Our Policy reflects the statutory requirements of the EYFS 2024 as listed in The Welfare Requirements-Suitable People

**Policy statement**

* We ensure that people looking after children are suitable to fulfil the requirements of their roles
* We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage 2024 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 DBS checks for criminal and other records in accordance with statutory requirements.
* We have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable.
* We obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who works directly with children or works on the premises (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present (EYFS 2024 3.11).
* We tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting); we make this clear at our regular supervision meetings. We do not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. (EYFS 2024 3.13)
* 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 a disclosure was obtained and details of who obtained it (EYFS 2024 3.14).
* We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm (EYFS 2024 3.15)
* We inform Ofsted of any changes in the person responsible for our setting.
* A minimum of two staff/adults are on duty at any one time.
* 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.

**Staff qualifications, training, support and skills**

Portreath Pre-school strives to provide the highest quality provision and outstanding daily experiences for our children and believe that this is dependent on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

* Our setting budget allocates resources to training. We provide at least 4 days a year regular in-service training to all staff - whether paid staff or volunteers - using Cornwall Council training, Pre-School Learning Alliance, external agencies and In House training.
* A copy of the highest relevant qualification plus in date first aid and child protection/safeguarding certificates are held in personal staff folders. In addition the designated members of staff for Health and Safety and Food Hygiene will also include copies of their certificates in their personal files.
* We ensure that all staff receives induction training to help them understand their roles and responsibilities. Induction training includes information about emergency evacuation procedures, safeguarding, child protection, our equality policy, and health and safety. Other policies and procedures will be introduced within an induction plan.
* A signed record of the induction process is recorded in each staff members’ personal file.
* We support staff to undertake appropriate training and professional development opportunities to ensure that staff offer quality learning and development experiences for the children and that the provision continually improves. (EYFS 2024 3.26)
* We take our responsibility to supervise all staff who have contact with our children and families seriously, all staff have signed a supervision policy and we hold regular supervision meetings. Our supervision provides support, coaching and training for the practitioner and promotes the interests of children. We aim to foster a culture of mutual support, teamwork and continuous improvement and actively encourage confidential discussion of sensitive issues. (EYFS 2024 3.27)
* During our supervision meetings we ensure that staff feel able to discuss any issue. We focus upon issues of concern particularly focusing upon the children’s development or well-being. We aim to identify solutions to address issues as they arise.
* During the supervision meeting the Play leader and practitioner identify personal training needs and work together to create a mutually agreed plan to meet these needs and improve their personal effectiveness; this will involve different types of coaching strategies and training through attendance at courses (EYFS 2024 3.28).
* Our Play Leader/ manager holds at least a full and relevant (As defined by the National College for Teaching and Leadership) level 3 qualification (and at least half of all other staff hold at least a full and relevant level 2 qualification. The manager has at least two years’ experience of working in an early years setting, or have at least two years’ other suitable experience. We have a named deputy who is capable and qualified to take charge in the manager’s absence (EYFS 2024 3.37).
* On very rare circumstances both the Play Leader and Deputy may be absent. The Play Leader will consider the availability of senior staff, their experience level, capabilities, training and ability to supervise staff upholding the principles of the EYFS 2024 before deciding upon appropriate action and whether to open the setting.
* At Portreath Pre-school we believe that it is good practice to have a good understanding of first aid; therefore all of our practitioners undergo first aid training. We aim to work as a knowledgeable team who can support colleagues at potentially difficult times. Staff who hold a current full paediatric first aid certificate are present when we go out on outings.
* Paediatric first aid training must be relevant for workers caring for young children. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. We understand our responsibility to use suitable trainers/and appropriate content as stated in EYFS 2024, Annex A. .
* We ensure that all staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene (EYFS 2024 3.33).

 **Key person**

* Each child must be assigned a key person. Their role is to help ensure that every child’s care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. . The key person meets regularly or communicates by other means with the family for discussion and consultation on their child's progress (EYFS 2024 3.34).

**Staff: child ratios**

* Our staffing arrangements always meet the needs of all children and ensure their safety. We ensure that children are adequately supervised and decide how to deploy staff to ensure children’s needs are met. We inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing. (EYFS 2024 3.35, 3.36)
* Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if we are satisfied that they are competent and responsible (EYFS 2024 3.49).
* We follow the ratio and qualification requirements below which apply to the total number of staff available to work directly with children :
* For children aged two we ensure that there is at least one member of staff for every five children; at least one member of staff working with the children holds a full and relevant level 3 qualification; and at least half of all other staff working with the children hold a full and relevant level 2 qualification (EYFS 2024 3.41).
* For children aged three and over we are able to operate with lower ratios if we have a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification working directly with the children. If this is the case there is always at least one member of staff for every 13 children; and at least one other member of staff must hold a full and relevant level 3 qualification (EYFS 2024 3.42).
* As a Pre-school setting we do not operate using ‘teacher ratios’ for significant periods of time. When operating with ‘teacher ratios’ the teacher (or equivalent) will be working directly with the children. ( EYFS 2024 3.44) If the ‘teacher’ moves away from the group we ensure that quality and safety is maintained by deploying extra staff to maintain the ratios listed below.
* When a person with Early Years Teacher Status or another suitable level 6 qualification is **not working directly with the children**: there will be at least one member of staff for every eight children; at least one member of staff will hold a full and relevant level 3 qualification; at least half of all other staff will hold a full and relevant level 2 qualification ( EYFS 2024 3.45)

**Vetting and staff selection**

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

* We ensure equality of opportunity by using non-discriminatory procedures for staff recruitment and selection taking into account the legal requirements of the Equality Act 2010.
* Posts are advertised.
* 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 our imposing conditions or requirements that are not justifiable.
* Applicants must provide a C.V with a covering letter.
* After short listing suitable applicants, they will be invited to interview. The interview will be conducted in a methodical process; all applicants will be asked an agreed set of questions aimed at providing evidence of suitability. Where several candidates are interviewed we will operate a fair points system to ensure that there is a clear, fair and open process. Before the successful candidate is employed we will take up two references, including one from the last employer. On receipt of suitable references the successful candidate may be welcomed to the team subject to DSB checks.
* We will ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, they must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.
* All staff have job descriptions which set out their staff roles and responsibilities.
* We use Ofsted guidance on obtaining references and enhanced criminal record checks for staff and volunteers through the Disclosure and Barring Service (DBS). Before anyone has unsupervised access to children we will need to view and log the certificate upon our Single central record. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
* Evidence of a safe, fair and robust recruitment policy will be found in the staff personal files.

**Disqualification**

* A registered provider or a childcare worker may be disqualified from registration. In the event of the disqualification of our registered providers, the providers will not continue as an early years provider – nor be directly concerned in the management of such provision. (EYFS 2024 3.16)
* We will not employ any person who is disqualified. If we become aware of relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of children. (EYFS 2024 3.20)
* We understand that the policy of disqualification by association no longer applies to childcare practitioners on non-domestic premises (September 2018). However, we are committed as a setting to remaining vigilant to changes in staff behaviour and ensure that safeguarding the children in our setting is our top priority.
* We will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event. (EYFS 2024 3.17)
* The information will be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date that we become aware of the information or ought reasonably to have become aware of it if we had made reasonable enquiries. (EYFS 2024 3.19)
* Staff may start employment with us if they have a recent DSB check through another setting, however they will be supervised at all times until a DSB check has been completed for our setting-we apply for checks as soon as suitable references and a health check has been obtained. We are aware that recent checks may be transferrable.

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 a disclosure was obtained and details of who obtained it) on our single central record (EYFS 2024 3.14, 3.15).

**Managing staff absences and contingency plans for emergencies**

* Staff take their holiday breaks 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 Play Leader and chairperson with sufficient notice.
* Where staff are unwell and take sick leave in accordance with their contract of employment, 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.

The Pre-school is committed to providing high quality education and care, therefore we will only operate with this ratio within a contingency plan if there is sudden staff absence and we have explored all other possible arrangements.

We have contingency plans to cover staff absences, as follows:

1. Sick Staff inform the Play Leader that they are unable to attend work by 7.30 a.m.
2. The Play Leader will contact our bank staff or part time members of staff who are not working upon that day.
3. If sufficient cover cannot be found the Play Leader will contact the admin officer who covers in emergencies or phone our DSB checked committee members or volunteers. We will ensure that we operate with safe ratios as indicated on page 4.
4. If we feel that the needs of the children can be safely met we may operate the 1:13 Teacher to 3/5 year old ratio.

 5. We will ensure that we operate with the safe ratios as indicated on page 4, if all other contingency plans fail we will notify parents that we will open for Funded Children only and will reimburse the families of non-funded children.

6. Only as a last result will we close the setting to all due to staff absence or if we believe that there is a source of infection that is being transmitted through attendance in the setting.

Relevant Legal Requirements

Equality Act 2010 <https://www.gov.uk/discrimination-your-rights>

EYFS 2024

Disqualification Under the Childcare Act 2006 – updated 2018

**Other useful Pre-school Learning Alliance publications**

* Recruiting and Managing Employees

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| This policy was adopted at a meeting of | Portreath Pre-School | name of setting |
| Held on | 22.03.2019 | (date) |
| Last reviewed and amended | 24/06/2024 |  |
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