

## **25. Staff Development, Training & Employment Policy**

### **25.1 Statement of intent**

We provide adequate staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. All staff are appropriately qualified, experienced or working towards a qualification in Early Years. We use Ofsted guidance by obtaining suitable references, health declarations and criminal record checks through the Disclosure and Barring Service (DBS) for staff, regular volunteers and long-term students. All staff, regular volunteers and long-term students, will be supervised by experienced staff, until this has been received and passed by the committee. Volunteers who help out on occasions would also be supervised by experienced staff.

### **25.2 Aims**

It is our aim to provide opportunities for training for all our staff, regular volunteers and long-term students. The pre-school aims to help and support all staff access training whenever possible.

### **25.3 Methods**

#### **Staffing Ratios/Key Worker Groups:**

We ensure the following ratios apply as set by Ofsted:

Children aged 2 years	1 adult: 4 children
Children aged 3 years +	1 adult: 8 children

Taking into consideration the layout and design of the premises both inside and outside and ensuring ratios are covered at all times through the session we would normally exceed the above ratios set by Ofsted. However, we would generally hope to increase this by welcoming volunteers, parents and carer's through our regular newsletter. We use a key worker group system to ensure that each child and their family has particular members of staff they can go to for a point of contact.

#### **Employment//Roles & Responsibilities**

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 roles and responsibilities. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice. Staff, regular volunteers and students will also be given induction training, information and support on further training. We have equal opportunities procedures for employment, job vacancies and encourage applications from all sections of the community to work / volunteer for us (see **Policy 10. Equality & Diversity**). 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. Upon employment the Pre-school will provide 3 items of embroidered clothes (as agreed by the committee) from the selection available, additional items are to be paid for by the staff member, this includes for wear and tear. The staff members are expected to always wear an item of WU5's embroidered clothing when on shift working with the children. This is to maintain professionalism, uniformity and to provide a clear indication who staff are at all times.

## **Staff members as parents to attending children**

Walton Under 5's is happy to employ staff whose children attend the pre-school. However, the member of staff who is the parent must understand and remember that the child to be treated as if they are one of the other children attending the setting. As such they must respect the other staff member's decisions when it comes to discipline and teaching them. Any issues regarding this should be taken to the manager. The parent staff member may not be the child's key worker.

## **Important Roles**

The committee is represented by Matthew Hardware as the designated committee member responsible for safeguarding, with Alison Harvey, Manager the designated staff member (**see Safeguarding Children – Policy 20**). Sally Culliford is the designated staff member responsible for Special Educational Needs (**see Special Educational Needs - Policy 1**) and Alison Harvey is the designated staff member responsible for Equality & Diversity (**see Equality & Diversity – Policy 10**).

## **25.4 Staff Induction**

New staff members will be issued with a job description and full induction training:

### **Week 1 - 4**

- Introduction to: Health and Safety, First Aid, Medication, Emergency Evacuation, Special Educational Needs, Behaviour, Safeguarding Children & Child Protection, Equal Opportunities
- Introduction to parents, carers, children, children with additional or medical needs showing details on Medical Notice.
- Layout of building, emergency evacuation exits, fire equipment and emergency evacuation notice.
- Security, alarms and locks.
- Break times, mobile phones, cameras, personal belongings, daily routine and layout of play areas.
- Employee Handbook, Child Protection Book, Health & Safety Policy, Organisational Policies and Procedures Handbook, Prospectus and Ofsted Documentation.
- 4 week review with Manager – targets to be set

### **Week 5 - 8**

- Child Protection Course and First Aid (subject to availability).
- Introduction to 'The Early Years Foundation Stage'.
- Introduction to planning, making and recording observations.
- Linking everything together from planning>making observations>recording>assessing>back to planning.
- Week 8 review with Manager – targets appraised and evaluated

### **Week 8**

- Staff appraisal
- Training diary, future training and date of next appraisal.
- Signing to confirm induction training is complete and they have received relevant documentation.
- Contract will be given or probation period extended

All the above is evidenced in the staff members training record, along with Continued Professional Development (CPD) record and CPD diary used to record self-reflection on critical incidents within the pre-school and training courses attended.

## **25.5 Training & Development**

We are committed to providing good training and development opportunities for staff so they are able to perform their roles both efficiently and effectively. Development and training is vital because it allows staff to keep up to date with current thinking and practice about play and child development issues. Additionally, well trained and motivated staff are able to meet the diverse and complex needs of children within its local community.

All staff will have a training diary/record of their Continuous Professional Development (CPD) which will be linked to changes in legislation, their role within the Pre-School and their annual appraisal (more often if required). This will help to ensure that staff development needs are being met and that qualifications are meeting the requirements of Ofsted. It is the joint responsibility of both the Manager and Chair of the committee to ensure training diaries are kept up to date and that all decisions are followed through. All training diaries and copies of appraisals will be recorded in staff's personal files and kept confidential. Appraisals will take place between staff and the Manager. The purpose of staff appraisal's is to look at their job description, highlight any areas of concern, identify strengths and successes, assess needs overall and identify further training needs. The Chair of the Committee is responsible for the Manager's appraisal.

Training may be:-

- In-house training, keeping current with information on a wide variety of issues
- Informal workshops or cluster meetings to update knowledge or skills
- Working towards a recognised qualification in Early Years
- Courses run by Somerset County Council SCIL, Pre-school Learning Alliance or other agencies

In addition to training the staff are expected to read the updated policies and procedures to ensure they are up to date with the workings of the setting. The manager will inform the staff members of new updated policies so that they may read them. It is the staff member's responsibility to read the reviewed policies the staff members must then sign the policy review sheet as evidence, and for the pre-school's records. This will be located in the on-site policy folder.

### **First Aid and Safeguarding training will only be taken with a trainer approved by Somerset County Council.**

Specific training courses such as Safeguarding Children & Child Protection, First Aid, Equal Opportunities, Health & Safety, Special Educational Needs, Behaviour, and Food Hygiene are obligatory for some roles and those staff members must always attend such courses when requested. It is the Manager's responsibility to highlight the need for enrolment on any courses that are necessary to fulfil legal responsibilities to the Committee and with written permission from the Committee book appropriate training courses.

Within the pre-school budget there is an allocation towards training costs e.g. purchasing course materials and training courses. Staff will be paid for attending training at their hourly rate. If a member of staff decides that they would like to undertake training and needs to access financial support from the pre-school, then the management committee requests that the staff member writes to the committee giving full details of the training. The request should be made before the

training commences and include all expected costs. The committee will then look at each application and make a decision as to how much (if any) the pre-school is able to contribute towards the training costs.

However, the committee must make it known that should an individual cease to offer their services or leave employment at the pre-school then repayment of any sums paid towards training costs of an individual course will be required. This will take the form of a sliding scale as follows:

**25.6 Leaving the setting:**

- Within 6 months of training: reimburse all costs met by the pre-school
- 6 months - 9 months of training: reimburse 60% of costs met by the pre-school
- 9 months - 12 months of training: reimburse 40% of costs met by the pre-school
- 12 months plus: no reimbursement necessary

This policy was reviewed and adopted at a meeting of Walton Under Fives Pre-School held in March 2018.

Signed (Pre School Leader) ..... Date .....

Signed (Committee Chair) ..... Date .....