

Staffing and Staff behaviour policy

Statement

We provide a staffing ratio in line with the requirements of the National Standards for Day Care 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 criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

Aim

To ensure that children below school age and their parents are offered high quality early years care and education.

Method

- To meet this aim we use the following ratios of adult to child:
 - children aged two years of age: 1 adult:4 children; and
 - children aged three - seven years of age: 1 adult:8 children.
- A minimum of two adults to include at least one qualified member of staff are on duty at any one time.
- We use a key person system to ensure that 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 will liaise with the family and inform them of their child's progress. This will mainly be achieved through the individual diaries.
- 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.
- 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. These are included in their personnel files, situated in the locked cupboard. New staff will be provided with induction training and appropriate supervision.
- We welcome applications from all sections of the community.
- We comply with the recommendations from Ofsted on staffing qualification requirements. The setting leader (or anyone fulfilling the role on a temporary basis) holds the minimum of a level 3 qualification as recognised by The National Framework. The rest of the staff are or will be working towards a relevant level 3 qualification as recognised by The National Framework. At all times we will have at least 50% of our staff as qualified. The staff qualifications will be audited annually as recommended by the CWDC (Children's Workforce Directive Council).
- Our setting budget allocates resources to training.
- Staff are required to attend a minimum of one study day per year in addition to their statutory training. This day can be of special interest to the staff member but also should be beneficial to preschool.
- We require all staff to attend first aid training and child protection training. This is to be renewed regularly. At least one member of staff needs to be trained in food hygiene. This is to be renewed every 3 years.
- We support the work of our staff by holding annual appraisals, and personal review session each term. The staff are also encouraged to approach us if they require any additional supervision meetings.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have substantial access to children.
- Rota helpers can be used in the child - staff ratios. At no time should they be left alone or in charge of a child or group of children. In addition, they are not allowed to take children to the toilet unless instructed to by the preschool leader.

Stress at work

Pressure is part and parcel of work and helps to keep us all motivated, but excessive pressure can lead to stress, which undermines performance.

Alderton Acorns will:

- Identify all work place stressors and conduct risk assessments to eliminate stress or control the risks from stress and these risk assessments will be regularly reviewed.
- Provide training for all managers and supervisory staff in good management practices as required.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.

Responsibilities

Managers

- Conduct and implement recommendations of risk assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational or operating changes
- Ensure staff are fully trained to carry out their duties
- Ensure staff receive regular reviews/appraisals and developmental opportunities that are regularly evaluated.
- Monitor work loads to ensure individuals are not overloaded.
- Attend training as requested in good management practice and health & safety.
- Ensure bullying and harassment is not tolerated in the work place.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g.... bereavement or separation.
- Develop a plan of action for any staff member who acknowledges that they are struggling with the work load.

Employees

- Raise issues of concern with your Preschool leader or Chairman as appropriate.
- Accept opportunities for counselling when recommended.
- Work with the manager to an agreed plan of action.