

Staffing, Recruitment and Induction Policy

Staffing arrangements must meet the needs of all the children and ensure their safety and wellbeing at all times.

Ratio for children aged 2 years - 1 member of staff for every 4 children (*at least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification*)

Ratio for children aged 3 years and over - 1 member of staff for every 8 children (*at least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification*)

All children are allocated a key person. The Manager will inform parents of who this will be, prior to their child starting Bierton pre school.

Our senior staff members are qualified to level 3 and all other members of staff are encouraged to train appropriately as soon as possible. All staff are required to complete statutory training. Additional training courses are available, any training needs identified are completed online or via Bucks County Council.

We support the work of our staff by means of staff meetings, and supervision meetings.

We work towards offering equality of opportunity, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural backgrounds. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. We will employ the most suitable person for any vacancy that arises.

New staff vacancies are advertised internally and on the Buckinghamshire County Council Website:

- All applicants are required to complete a Bierton Pre School application form.
- All gaps in previous employment must be accounted for.
- Any incomplete application forms will not be considered.
- All short-listed applicants are invited to attend an interview and are observed within the Pre School setting by the Manager and Deputy Manager/Senior member of staff.
- Enhanced Criminal Record checks by the Disclosure and Barring Service (DBS) and at least two references, one of which must be last employer, will be gained prior to commencement of employment.
- All new positions are subject to a probationary period, usually 3 months.
- All staff are required to complete and sign an 'On-going Suitability Disclosure' form on a regular basis.
- Unsuccessful applicants are informed by the Pre School's manager.
- Explanations for non employment will be given only if requested.
- All staff will complete induction training.
- Any training / supervision requirements will be addressed during the probationary stage as well as at regular intervals throughout the year.

All staff are made aware of our Disciplinary / Grievance Policy.

All posts are subject to pre employment checks.

Induction

The induction process is in place to familiarise new staff with our setting and the job. Induction will provide new staff with all the information they need in order to become fully integrated into the setting, this also applies to volunteers and students.

Staff induction pack includes:

- Induction check list
- Induction information booklet.
- Emergency contact information sheet (to be completed and returned asap).
- Health and Safety Induction training.

The induction process will last 2 weeks and is conducted by Pre School Manager and Deputy Manager. Chairperson will induct new Manager.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period.

This policy was adopted by the Bierton Pre School Committee

Date: **2nd April 2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: