



EYFS – The Safeguarding and Welfare Requirements
3.9 – 3.14, 3.21 & 3.22

Staff Qualifications, Training, Support and Skills

3c.1 Employment and Staffing

Policy Statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage 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.

Procedures

Qualifications

- All management and Room Leaders hold at least NVQ3 or equivalent in Childcare
- We far exceed the legal requirement of at least 50% of staff to be qualified to at least level 2 in Childcare, and aim to have at least 75% of staff qualified to at least level 3.
- We are strong advocates of the National Apprentice Scheme and take on apprentices both studying level 2 and 3 in Childcare.

Recruitment

Please see Policy 3b.3 - Recruitment

Induction of New Staff Members

- On the new staff members first day, they need to sit with the manager and begin their induction programme. This will consist of their DBS Disclosure number being recorded, bank details being taken, copies of policies being given, Health & Safety Tour being given, Job description being re-issued and being introduced to their mentor.
- Their mentor then takes over their induction programme. This consists of being shown everything that their job entails at a gradual pace. Time is set aside for regular supervisions for the new employee, the mentor and the manager to discuss progress and steps forward.
- Induction includes meeting with various staff to go through their individual roles, and the staff's responsibilities in these areas. These are, Safeguarding, Health & Safety, Behaviour, Equal Opportunity Officers, the SENCo and the Staff Rep.
- During the 6 months induction period, the new staff member is to have a meeting with their mentor and a management at several stages to discuss how things are going and talk through any issues. There will be targets set in these meetings.
- There are set tasks also given to the new staff member at each of these meetings to give them some more in depth targets too.
- The new employee is also invited to speak to their mentor, senior or manager at any stage of their induction if they have any concerns, queries or requests.
- At the 5 month meeting, any concerns that may hinder successful completion of probation are discussed, e.g. sickness, time keeping etc.
- At the end of the 6 months, if the new employee is successful in completion of their probation or if it is extended, they will be issued with a letter to confirm the decision.

Ratios



Please see policy 3e.1 – Deployment of Staff

Continual Monitoring and Support of Staff

- After the probation period is over, Auden Place Community Nursery, prides itself on the continuation of support it gives to its employees.
- The line managers carry out regular supervisions and annual appraisals with their individual team members.
- We hold monthly staff meetings where the whole staff team come together to discuss things going on at the nursery and review the nursery policies as a team.
- Each room holds a meeting every other month, to discuss issues arising, running of the room and curriculum planning.
- The staff are very welcome to speak to the seniors or manager at anytime with any concerns, queries requests etc.
- There is an allocated staff representative who all staff can take their queries to. They can speak to the staff rep in person or send an email to staffrep@audenplace.co.uk. The staff rep. will then take necessary action which may be in the form of speaking to management or management committee, or bringing it to a staff meeting as an open query.
- We provide an free and confidential external support for staff to go to with any issues they have, whether work related or not. This company is called Workplace Options and can be contacted on 020 8987 6550 or by email on info@workplaceoptions.co.uk

Changes of Staff

We inform Ofsted of any changes in the person responsible for the nursery, including Management Committee members and the nursery manager.

Personal Development and Training

- All management and room leaders hold the minimum the Cache Level 3 Diploma or equivalent, and we always exceed the Welfare requirement of 50% of staff qualified to Level 2 or above.
- Through earlier mentioned supervision/appraisals, training needs will be identified and the management will try to find suitable training. There is an annual training budget to cover those training needs not met by the Camden free courses.
- As well as those needs identified in particular staff, the nursery will aim to send all staff on training that is required of all staff. This training includes the following:
 - Paediatric first Aid
 - Safeguarding
 - Promoting Positive Behaviour (or courses of a similar nature) N.B. This can be carried out in-house by the Behaviour Management Co-ordinator.
 - Health and Safety
 - Basic Food Hygiene.
 - Courses in line with the EYFS
- Whilst we cannot guarantee all of these training courses to all of our staff in the early stages, we endeavour to ensure that staff are informed of their requirements by their mentor.
- We also hold 5 whole staff team training days each year via inset days.
- As well as this training, staff are actively encouraged to do look into further qualifications both for their own professional development and to improve outcomes for children. They are supported in all ways possible to achieve this.



- We also understand that gaining further qualifications not be what all staff want, but to ensure that they keep up to date with current legislation and child development through all the other ways mentioned above.

Disciplinary Procedures

Please see Policy 4.4 – Grievance & Disciplinary.

Sickness

- Staff are entitled to 1 week paid sick leave (please see staff handbook for more details on SSP entitlement) in a year. Sickness records are closely monitored by the manager. It is the aim of Auden Place to provide a healthy working environment for all staff members
- When a member of staff calls in sick (following the procedures outlined in Policy 4.2 - Staff Code of Conduct), the person taking the call needs to hand it over to a manager to speak to the staff member calling in sick. Management fill out a Return To Work form, and on the staff member's first day of return, they will need to complete the rest of form in a back to work interview with management.
- If any regularities are noticed in the absences (e.g. same day of the week, days alongside annual leave, etc.) or if there are a lot of days taken off without good reasons, the staff member will be required to meet with management and a member of the Management Committee who will speak to the member of staff about any issues. Misuse of sick days will lead to disciplinary measures.

Line Management

- Each of the nursery rooms has a Room Leader who has line management responsibilities for the staff in their rooms.
- The deputy manager is line manager for the Room Leaders.
- The Third in charge is the line manager to the kitchen staff.
- The Manager is the line manager for the deputy.
- The Management Committee line manage the manager.
- Line managers are responsible for carrying out supervisions and appraisals.
- Line managers are also the first point of contact for staff with any concerns they have or support they need (with the exception of Child Protection concerns when they would go directly to the designated officer)

Management Committee

The overall running of the nursery is the responsibility of the nursery manager. The Management Committee are a supporting body, to assist in maintaining the nursery. There is a staff sub-group that staff can contact if they feel that any concerns they have, have not been met by the staff rep, their line manager or the management teams.

Contact details for the Committee members are available to staff on request.