****

**Staff Policies**

**Contents**

Staff Recruitment and Procedures Policy

* Application Process
* Interviews
* Contract of Employment
* Induction Process
* Appraisal and Supervision Procedure
* Training
* Ratios
* Volunteers
* Students

Staff Code of Conduct

Disciplinary and Grievance Procedures for Pre-school Employees

Policy and Procedure for Allegations Against Staff

Whistleblowing Policy

**Staff Recruitment and Procedures Policy**

At the Buckland Beehive a recruitment process is in place where a high standard is required of the staff to implement the level of nurturing and understanding of each individual child that is expected. The Manager, Jane Beard, is responsible for recruiting staff of the required calibre and to carry out regular checks to maintain and uphold the standard of the setting.

The Buckland Beehive ensures that every child and adult is treated fairly and equally. It is illegal to discriminate against a person based on their age, gender, disability, race, religion, belief or sexual orientation.

**Advertisement**

When a vacancy becomes available an advert is placed in the local newspaper, The Tavistock Times. Devon County Council also have a Recruitment Department where an advert can be placed in order to reach a wider audience.

**Application Form**

Every enquiry will receive an application form which must be completed by all candidates. Also included will be a Job Description which clearly states the role, responsibilities and experience necessary to carry out the job. A deadline for application forms to be returned will be stated in the advert. All application forms clearly state that successful applicants will be subjected to an enhanced disclosure, before being formally allowed to take up the position.

The Manager will review all application forms received and assess experience and qualifications relevant to the job. As part of the Application Form, details of referees have been requested. All references will be checked prior to interview.

**Interviews**

The interview panel consists of the Manager, Jane Beard and one other adult with specific experience within the Early Years environment.

The Interview involves a list of pre-prepared questions put together by the Manager. The questions have been assessed to ensure that they are open and fair. During the interview information is recorded by each member of the panel, questions will be rated from 1 for poor to 5 for excellent, and results will be compared at the conclusion of the interview.

The successful candidate is informed in writing subject to a Criminal Records check, an Enhanced Disclosure is required. Disclosure & Barring Service (DBS) certificate information is placed on the update service provided by Ofsted and reviewed yearly. New DBS checks are applied for every three years.

Each candidate also completes a Self-declaration Form and a Staff Suitability Declaration , where they must declare any information which may effect their suitability to work with children. This form is completed on an annual basis.

A Health Declaration is also signed by the employee. All staff have a duty to report any health issues which may affect their employment.

All qualifications are required to be checked and copies of certificates taken and kept on the employee’s record, also a copy of their driving licence and passport is required and, as with all personal information, is kept in a locked filing cabinet.

**Contract of Employment**

A Contract of Employment is drawn up when all checks and forms have been successfully completed. This is signed by the Manager, Jane Beard, and the candidate. Attached to the contract is a copy of the Grievance and Disciplinary Policy and the Staff Code of Conduct Policy. Copies of all signed documents are made, the original copy for the setting and the other copy is given to the employee.

**Induction Process**

On the first day of employment the Induction process begins. This entails an introduction to other staff members, the tour of the premises, making sure all policies are read and understood, introduced to parents, including any parents of allocated key children and given details of daily routines and tasks to be completed. A file containing relevant induction forms and policies is given to the employee. The Induction process lasts for two weeks, the employee must demonstrate understanding of and compliance with policies and procedures. Successful completion of the induction process forms part of the probationary period.

The probationary period initially lasts for three months, but can be extended in certain circumstances. Upon completion the employee is informed in writing that the probation has been successfully completed.

**Appraisal and Supervision Procedure**

Appraisal and supervision is necessary for both the employer and the employee. This process allows an opportunity to discuss objectives and responsibilities and whether they are being met.

The discussions should aim to clarify

* The main scope and purpose of the job
* Agreement on the objectives and tasks
* The training and future prospects

A record of the appraisal is kept in the employees personal file. Staff appraisals are carried out annually.

**Training**

The Buckland Beehive carries out regular training to all staff through the Pre-school Learning Alliance and external agencies. All staff have a First Aid Paediatric qualification, and all staff have completed Safeguarding Level 2 training or higher if they are the Designated Safeguarding Officer and Deputy.

Induction training is carried out in the first two weeks of employment which includes reading all policies and procedures.

The Staff are supported by holding weekly supervision meetings and yearly appraisals. Any request for training requirements are considered and met depending on the training budget.

**Ratios**

The Buckland Beehive follow the following ratios of adult to children;

* Children aged two years of age: 1 Adult : 4 Children
* Children aged three to four years of age: 1 Adult : 8 Children

There are three members of staff on duty at any one time.

Each child has a key person with whom to form a relationship and who discusses with parents the child’s wellbeing and development in the setting.

Staff are encouraged to take their holiday breaks when the setting is closed so as not to compromise the ratios. If staff need to take time off this is agreed with the Manager who arranges alternative staff to cover the time agreed.

Likewise, when staff are unwell, the Manager will organise cover so the ratios are not compromised.

**Volunteers**

The Buckland Beehive provides an induction process for all volunteers in order to fully brief them about the setting, the families, our policies and procedures and our daily routines. The induction process takes two weeks, successful completion of the induction process is put in writing to the volunteer.

A DBS check is completed before the volunteer attends sessions at the preschool.

**Students**

The Buckland Beehive recognises the importance that qualifications and training can make to the quality of care provided by an early years setting. We therefore, can offer placements to students undertaking early years qualifications and training. The Buckland Beehive will also offer placements to students undertaking works experience from school.

The following procedures will take place:

* All students on qualification courses will have a DBS check carried out.
* Schools to vouch for students under 17 of being of good character
* Students under 17 will be supervised at all times and will not have unsupervised access to the children.
* Students will not be counted in our staffing ratios
* Students will understand and adhere to the Confidentiality Policy
* The Buckland Beehive will cooperate with student’s tutors to help students fulfil the requirements of their course of study
* Student will have a short induction introducing them to the setting, staff and the policies and procedures

The Buckland Beehive aims to provide an experience for students that will help to contribute to the successful completion of their studies.

Signed by the Pre-school Manager, Jane Beard:……………………………………………

Date:……………………………………………………….

Date Written: June 2017

Reviewed: August 2018

Read by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |