Staffing & Employment Policy

Policy created	01.09.2008	Version number	9.4
Last reviewed	01.11.2026	Next review date	01.17.2026

General

We work towards an equal opportunities employment policy, seeking to offer job opportunities irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation in line with the Equality Act 2010.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and in line with safer recruitment guidelines set out in EYFS Statutory Guidelines 2025. Vacancies are advertised internally and externally where required.

Staff Induction Procedures

New members of staff will be DBS checked, will complete a declaration of health and notified to Ofsted.

- On-the-job training will be supported by staff meetings, supervision meetings and external training.
- The Policies File is to be read by new staff members.
- The Setting Manager will support new staff by reviewing procedures on a day-to-day basis and showing how we organise Pre-school i.e. registration, behaviour towards children, timetable of activities, observations and assessments including regular writings in child's diaries, health and safety procedures.
- The Setting Manager will undertake regular observations of new staff members to ensure their needs and those of Pre-school are met. A supervision meeting will occur once a term or more often if required, to ensure problems, if they arise, are dealt with quickly and efficiently. Training needs should be identified and responded to.
- Staff meetings will occur a minimum of once a term to discuss day to day organisation of Pre-school and any other issues arising.
- New staff members will be made aware of how we deploy staff at Plymtree Pre-school (see staff deployment sheet below).
- Staff will not discuss Pre-school or individual children on any social networking internet site, for example Facebook, or in any social capacity.

Induction Tick List

The following tick list should be completed for new employees and kept in the personnel file:-

Area	Who responsible	Notes
Meet the team, including who does what.	Setting Manager	
Familiarise with the hall, kitchen, toilets and outside area	Setting Manager	
Read and review policies and procedures.	Setting Manager/Chairperson	
Standards of care and behaviour	Setting Manager	
Hours	Chairperson	
Rate of Pay	Chairperson	
Timesheets	Setting Manager	
Pay arrangements	Treasurer	
Sickness/Holiday	Chairperson	
Health and Safety and Fire Procedures explained	Setting Manager	
First Aid explained	Setting Manager	
Training Opportunities	Setting Manager	

Qualifications, references and DBS Checks

The Setting Manager will hold a Level 3 or equivalent qualification in child care. 50% of all staff per session should hold a Level 2 qualification or equivalent in child care. A Level 3 qualified member of staff will be present at all times.

References for all staff will be thoroughly checked prior to employment, ensuring at least two references are obtained, ensuring from a valid and genuine source and directly requesting reference to suitability to work with children, one of which must be from the most recent employer or, if unavailable, an appropriate alternative. The Pre-school reserves the right to contact any previous employers for further information regarding a candidate's suitability.

All staff will have valid Enhanced DBS checks with a Children's Barred List check. Staff will be asked to join the Update Service, which will be checked on an annual basis (or more frequently if required). The cost of DBS checks and the Update Service will be met by the Pre-school. New staff or bank staff can not work until these checks are completed.

Staff have a continuing duty in line with the EYFS requirements to disclose any convictions, cautions, Court Orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). This duty extends to any persons living within the same household as the member of staff. Failure to do so will lead to immediate suspension pending investigation. This may in turn lead to dismissal.

Employment Contract and Policies and Procedures

Staff have contracts and job descriptions.

Disciplinary matters and Grievances are dealt with in line with the Acas Code of Practice and the Pre-school Disciplinary and Grievance Policy.

Unpaid sickness and unpaid annual leave cover to be arranged by the staff member with the prior consent of the Setting Manager and / or Chairperson.

The Pre-school's Policies and Procedures must be adhered to by all staff whether employed or voluntary. Failure to do so may lead to disciplinary action.

Salaries

Salaries are reviewed annually, however, there is no obligation on the Pre-school to award a salary increase in any given year.

Ratios and Staff Deployment

We have at least one adult to each eight children aged 3 - 5 years and at least one adult to each five children aged 2 - 3 years, in line with the EYFS Statutory Guidance.

Wherever the children are at Pre-school it is essential that the correct ratio of staff is always deployed to observe and supervise them at all times – be it in the main hall or outside in the play area.

The only exception to this is when staff take a child to the toilets – especially coming in from the outside play area and when in the committee room at the end of the session, when one member of staff is present to read a story.

An adult is always present near the gate of the outside play area to ensure a child never opens the gate by him/herself and leaves the area. The children can only leave the outside area if accompanied by an adult – either to go to the toilet or go inside when told to.

Only members of staff, not parents, can assist with taking children to the toilet

A staff member, usually the Pre-school Leader, is present at the main door at beginning and end of sessions to welcome children and say goodbye. Main door is never left open unsupervised. All doors within the hall are secured and locked. Checks made and recorded before children are allowed into building (daily check list in the register).

Staff deployment can be reviewed and discussed at staff meetings/supervision meetings to ensure best practice is adhered to.

Staff Meetings

We support the work of our staff by means of regular meetings.

Regular staff meetings also provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.

Training

Regular training is available to all staff, including long term volunteers and all staff are expected to undertake at least one course a term to support good practitioner skills.

Our Pre-school's budget includes an allocation towards training costs.

Staff will be paid for attending training courses.

Appraisals

We will undertake a yearly appraisal for all members of staff. A copy of this will be given to the staff member and a further copy held in the personnel file. Blank appraisal forms and explanation are in the back of the personnel folder. Please refer to the separate Staff Appraisal Policy.

Staff Details and Personnel File

A copy of staff contact details will be held in the Pre-school register folder and DBS disclosure numbers are held in the filing cabinet. However, contracts, notification of pay rises and other staff matters will be kept by the Chairperson in the personnel file and will be treated as confidential information. Training certificates are held at the Pre-school.

Student Placements

We recognise that the quality and variety of work which goes on in a Pre-school makes it an ideal placement for a student working towards their child care courses.

Students are welcomed into Pre-school on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Pre-school.
- A current DBS check document is supplied to comply with our policy.
- Students must be confirmed in writing by their tutor as being engaged in a bona fide childcare course, which provides necessary background understanding of children's development and activities, and work under the direction of the Setting Manager and/or Preschool Leader.
- The student must be aware of our policies and procedures and adhere to them.
- Students required to conduct child studies will obtain written permission from the parent/carers of the child to be studied.
- Students will not have unrestricted or unsupervised access to the children.
- Any information gained by the students about the children, families or other adults in the Pre-school must remain confidential.

Comments/Queries

Any staff/committee changes or questions should be directed to the Chairperson (Hannah Whitfield 07540271755) or Ofsted on:

enquiries@ofsted.gov.uk

Tel: 0300 123 4666

Include the Ofsted number (106012) on all contacts.

Document History

Date	Change details	Reviewed by
21/01/2010	New template	Shelley Robinson
24/01/2010	Training certificates held at Playgroup	Shelley Robinson
13/11/2010	Remove reference to Trio in first section in connection with training.	Shelley Robinson
09/02/2011	Addition of staff/volunteers to undertake at least one course a term Altering Chairman to Chairperson in line with other policies Addition of signing in ink having had sight of Policies/Procedures Removing reference to parent helper rota Updated OFSTED telephone number Clarifying staff meetings twice a term Addition of reference to Playgroup on networking sites	Jackie Crowe
16/03/2012	Addition of requirement to comply with policies/procedures Clarification of equality and diversity, correct ratio requirement, need to complete declaration of health, non-pupil days and information retained.	Jackie Crowe
26.09.2012	Addition of requirement to disclose and amending Playleader to Setting Manager where appropriate	Jackie Crowe
06/03/2013	Updated 9 protected characteristics to reflect Equality Act 2010. Updated CRB to DBS check. Updated DBS renewal to show they will be renewed a minimum of every 3 years. Stated that disciplinary matters and grievances will be dealt with in line with playgroup policy and following the Acas Code of Practice. Specified vacancies advertised internally and externally where required.	Rowan Pettitt
21/04/2013	Changed 'Playgroup' to 'Pre-school'	Rowan Pettitt
18/09/2013	Updated logo	Julie Pearce
01/03/2014	Changed missed "playgroup" to "pre-school"	Julie Pearce
23/01/2015	Changed missed "playgroup" to "Pre-school" Updated various wordings for clarification purposes. Added headings and reorganised the long initial list for clarity and ease of use.	Ellie Hibberd
03/12/2015	Policy reviewed – change name of Chair to Ellie Hibberd with contact number	Rowan Pettitt

	Added Ofsted unique setting number Added reference to Staff Appraisal Policy	
03/08/16	Policy reviewed – no changes.	Rowan Pettitt
01/01/18	Policy reviewed – no changes.	Rowan Pettitt
16/05/18	Play Leader changed to Preschool Leader	Ellie Hibberd
02/10/18	Policy reviewed – Chairperson details updated from Ellie Hibberd to Charlotte Martin and contact details amended accordingly.	Donna Manser
01/10/19	Policy reviewed – Chairperson details updated from Charlotte Martin to Daryl Spicer and contact details amended accordingly.	Donna Manser
06/10/19	Policy amended from 'Children of staff will be unable to attend the setting unless already registered at the Pre-school and then only if the attendance of the child can be accommodated within ratio numbers. Payment for the session is as normal' to 'children of staff are not permitted to attend pre-school when that staff member is working.'	Clare Livingstone
23/10/20	Policy reviewed – no updates	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed – no update	Charlotte Gibbins
01/10/25	Policy reviewed - Added ref. to safer recruitment and EYFS Statutory 2025. Added need for 2 references before working alone. Various adjustments to wording to make true to practice.	Clare Livingstone
01/11/26	Policy reviewed – added detail on references requirements. Added the need for Children's barred list inclusion in DBS check. Added need DBS before working.	Clare Livingstone