

# CAMBO WRAPAROUND

## Employment

### EMPLOYMENT AND STAFFING POLICY

(Including vetting, contingency plans, training and development)

#### **POLICY STATEMENT**

At Cambo Wraparound we provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage and Cambo First School's staffing ratio policy, 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 enhanced checks for criminal and other records through the Enhanced Disclosure and Barring Service check in accordance with statutory requirements.

#### **Procedures**

##### *Ratios*

- To meet this aim we use the following ratios of adult to children:

Children aged 3 years of age and over: 1 adult : 8 children

Children aged 2-3 years 1 adult : 4 children.

- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach 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 meets regularly with the family for discussion and consultation on their child's progress.
- 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.

##### *Vetting and staff selection*

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.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced CRB check.

##### *Changes to staff*

- We inform Ofsted of any changes in the person responsible for our setting.

### *Training and staff development*

- Our Wraparound manager holds a level 3 qualification. Our Wraparound Leader and Deputy hold a Level 3 qualification and our Wraparound assistants hold level 3 qualifications or are working towards a level 3 qualification in pre-school practice and childminding qualifications.
- We provide regular in-service training to all staff - whether paid staff or volunteers.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- All sessional leaders must have up-to-date statutory training, this including, but not exclusive, Child Protection, First Aid including Paediatrics, Food Hygiene Level 2 and Health & Safety.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

### *Managing staff absences and contingency plans for emergencies*

- In Cambo Wraparound, our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the wraparound manager and committee with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences/training, as follows:

Johanne Hodgson, Wraparound Manager

Ailsa Forsyth, Pre-School Leader

Sharon Birdsall, Deputy Pre-School Leader

Louise Dixon – Wraparound Assistant

Jayne Wright – Wraparound Assistant

Carol Flatman - Wraparound Assistant

Committee members may also be called upon if needed.