



www.penhillplaygroup.org.uk

Staffing, Employment and Development Policy

Staffing and Employment

A high adult/child ratio is essential in providing good quality Playgroup care. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and follow the procedures set out in the West Sussex Early Years document “Recruiting and Retaining your Staff Team”, following ‘Safer Recruiting’ guidelines.

In our Playgroup:

- All staff will undergo an enhanced DBS check, be registered with OFSTED and sign an annual declaration that they remain fit to work with children.
- All staff must attend First Aid Training and Child Protection Courses and have these updated at least every three years (or every 2 years for those staff members who are Designated Persons).
- If a staff member is unable to gain a Paediatric First Aid Certificate due to a disability preventing them from carrying out all of the practical tasks required, they should still attend the relevant training and obtain written evidence of attendance, as their First Aid knowledge and skills are still a valuable asset to the setting.
- All staff dealing with food, must undertake a recognised Food Hygiene course and update it every 3 years, as recommended by the Food Standards Agency.
- New staff will be subject to a minimum 3 month probationary period, which will include a comprehensive induction and training period.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a member of staff is found to be in breach of this, immediate suspension will follow, while the misconduct is investigated, following the Disciplinary Procedure.
- Staff taking medication which may affect their ability to care for children should seek medical advice and will only be allowed to work directly with children if the medical advice confirms that the medication is unlikely to impair that staff member’s ability to look after children properly. Any staff medication kept on the premises must be securely stored out of reach of children at all times.
- At every session, we will have at least one member of staff to eight children aged 3 and over and one member of staff to 4 children aged under 3. Volunteers and work placement students will not be used to make up staff ratios.
- Regular staff meetings and supervisions provide opportunities for staff to undertake curriculum planning and to discuss the children’s progress and any difficulties or concerns they may have.



www.penhillplaygroup.org.uk

Staffing, Employment and Development Policy

- We seek to offer job opportunities equally to both women and men, with and without disabilities, from all religions, social, ethnic and cultural groups.
- All our staff hold relevant Early Years qualifications at Level 2 or 3 and if we recruit someone without either of these qualifications, they will be encouraged and supported to undertake relevant training alongside their work at the Playgroup.
- We support the work of our staff by means of regular monitoring and supervision sessions and all members of staff are expected to complete an annual evaluation form and to take part in an annual appraisal meeting with the Manager.
- Any Disciplinary or Grievance Procedure will follow the ACAS Code of Practice and follow the guidance set out in the Pre-School Learning Alliance publication on Managing Staff (copy attached).

Staff Development

Staff development and training is an important part of extending personal skills and contributes to the continuing improvement, quality and development of the setting. Training also enhances the quality of care and learning opportunities and experiences we provide for the children.

Aims:

- To improve the quality of care and learning opportunities and experiences for the children;
- To aid the group in developing its overall aims and principles;
- For workers to develop professionally and increase self confidence;
- For workers to share their experience/knowledge gained, with colleagues;
- To enable workers to develop a personal career structure.

Identifying Needs:

- Through regular staff meetings and supervisions;
- Through annual staff evaluations/appraisals;
- Through the setting's Training Needs Analysis and Development Plan
- From key issues in reports from OFSTED etc.;
- From changes and requirements to receive "Free Entitlement" funding or in childcare legislation.

Training may be:

- 'In house' for all staff with an external input;
- Individual members of staff attending extended courses leading to a recognised qualification;



www.penhillplaygroup.org.uk

Staffing, Employment and Development Policy

- Individual staff attending day courses, evening courses, workshops, conference days and cascading to others, what has been learned;
- All staff attending a course/workshop;
- Cover for staff to visit another group or network group meeting;
- Opportunities to observe each other and particular activities;
- Online

Whilst every effort will be made for staff to undertake appropriate training, this will need to be within financial constraints of the group.

The setting subscribes annually to the West Sussex Early Years Training Subscription Scheme, which provides access to a range of free training for all staff. We also benefit from a selection of free or reduced cost online Educare training courses as part of our subscription to the Pre-School Learning Alliance and are also using Fick Online, with subscriptions for all staff.