Employment

1.12 Employment and staffing

(Including vetting, contingency plans, training and development and babysitting)

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. We use the disclosure and barring service (DBS) to ensure staff are appropriately employed in accordance with statutory requirements.

Procedures

Ratios

- To meet this aim we use as a minimum the following ratios of adult to children:
  - children aged two years of age: 1 adult : 5 children; and
  - children aged three to five years of age: 1 adult : 8 children.
  - Where a member of staff holds Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification (which is full and relevant) and is working directly with the children: 1 adult : 13 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.
- 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 age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by imposing conditions or requirements that are not justifiable.
- Obtaining references is an essential element of our recruitment process. We will always obtain references prior to employment commencing in line with the requirements of the EYFS.
- Prior to commencing employment, Enhanced criminal record checks are obtained through the DBS for staff, students 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 DBS check.

Changes to staff

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

Training and staff development

- Our setting leader has a BA (Hons) Degree in Early Childhood Studies & EYPS. All staff are encouraged to access relevant training to meet their individual needs.
- 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 and Use of mobile phones, social network and e-safety policy.
- We support the work of our staff by holding 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

- Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the 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.
- Term time holiday is not permitted (staff may discuss exceptional circumstances with the committee)

Babysitting

The nursery does not offer a babysitting service out of hours. However, we understand that parents sometimes ask nursery team member to babysit their children. This policy aims to clarify some points regarding this private arrangement between staff and parents/carers.

- The nursery will not be responsible for any private arrangements or agreements that are made.
- Out of hours arrangements must not interfere with a staff member's employment at the nursery.
- Babysitting staff must adhere to confidentiality whilst babysitting (refer to 1.5 confidentiality policy).
- Parents should be aware that other adults accompanying the babysitter may not be DBS checked.
- The nursery recognises that all adults have a duty to safeguard children. The babysitting staff remain under this duty to report any safeguarding concerns to the local authority.
- If the staff member is to collect a child from nursery at the end of their session, the manager will need written parental permission.
- The nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements. The staff member and child will not be covered under St Michaels Community Nursery insurance.

Policy Updated 12/08/2026

References:https://assets.publishing.service.gov.uk/media/6a5f8e4fb00f3323bf1a23a1/EYFS_group_and_school_based_from_September_2026.pdf