

VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

Staffing Policy

Staff taking medicine or other substances

Under no circumstances would staff, students or volunteers be able to work directly with children if they were taking medication or any other substance that would affect their ability to care for children. Medical advice should be sought and only if the advice given confirms that the medication is unlikely to impair the staff member's ability to look after children properly, only then can they continue to work with the children. Staff medication on the premises will be securely stored and out of reach of children at all times.

Staff qualifications and Training

All staff receive induction training to help them understand their roles and responsibilities. Induction training includes information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. We support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

There are appropriate arrangements in place for the supervision of staff who have contact with children and families. Providing support, coaching, and training for staff which promotes children's interests, we foster a culture of mutual support, teamwork, which encourages the confidential discussion of sensitive issues. The supervision time provides opportunities for staff to discuss any issues they may have – particularly concerning children's development or wellbeing and to help staff to identify solutions to address any issues as they arise.

All childcare staff hold a current paediatric first aid (PFA) certificate and at a minimum there would always be at least one staff member who has a PFA certificate on the premises and available at all times, this also includes when children are taken on outings. The number of children and staff are all considered to ensure a paediatric first aider is able to respond to emergencies quickly.

All newly qualified members of staff who have completed a level 2 and/or level 3 qualification have a full PFA or an emergency PFA certificate within three months of starting work with us.

Please see [Appendix A](#) which shows a list of staff who have a current PFA certificate.

Staff Ratios

We provide a staffing ratio in line with the Safeguarding and 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.

Our staff are appropriately qualified and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

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

Children aged two years: 1 adult : 4 children

- at least one member of staff holds a full and relevant level 3 qualification; and

- at least half of all other staff hold a full and relevant level 2 qualification.

Children aged three years and over: 1 adult : 8 children

- at least one member of staff holds a full and relevant level 3 qualification; and
- at least half of all other staff hold a full and relevant level 2 qualification.

We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over as follows:

- there is at least one member of staff for every 13 children; and
- at least one other member of staff holds a full and relevant level 3 qualification.

We only include those aged 17 years or older within our ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.

A minimum of two staff/adults are on duty at any one time. Our Childcare Leader deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight or hearing of staff at all times. Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.

We assign each child a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. We hold regular staff meetings to discuss children's progress, their achievements and any difficulties that may arise from time to time.