

Peter Pan Playgroup

Staffing - Employment, Induction, Deployment and Development Policy

Our Playgroup works to the requirements outlined in the EYFS Statutory Framework including safeguarding and welfare standards. When employing new members of staff, we adhere to safe recruitment practices to ensure the wellbeing and safety of all the children.

In our Playgroup:

- We have a commitment to safer recruiting, appointing and employing staff in accordance with all relevant legislation, whilst ensuring that staff are 'warm', welcoming and have a love of working with children.
- We ensure that all new staff have an enhanced criminal records disclosure through the Disclosure Barring Service (DBS check) and thorough reference checks undertaken.
- We ensure all staff complete an annual declaration that they are not disqualified from working with children and that no one in their household is disqualified, as well as an annual health declaration to ensure they are fit enough to work with the children.
- We ensure all staff are Paediatric First Aid trained and are fully trained in child protection policies and procedures.
- Staff who possess a recognized early years qualification at the appropriate level must show evidence to be included in staff-to-child ratios.
- We ensure all staff have job descriptions which set out their staff roles and responsibilities.
- We have an induction programme for all new staff.
- We have at least one member of staff to every eight children aged 3-5 years of age, and one member of staff to every four children aged 2.
- We have a keyworker system, which ensures that each child and family has one particular member of staff who takes a special interest in them, and each staff member is specifically responsible for up to eight children, so that each child receives adult time and attention.
- We have regular staff meetings for curriculum planning and updating of practice and procedures, and to discuss the children's needs, progress, and resource needs.
- We ensure that staff hold relevant and up to date qualifications, making provision for staff to undertake any necessary training for the benefit of Playgroup, and for individual professional development.
- We support the work of the staff through monitoring, supervision, peer observations and appraisal to identify strengths and areas for improvement.

Staff Induction

We are committed to ensuring that all adults caring for and looking after the children in our setting feel welcomed, valued, safe and confident. We provide an induction for all staff and volunteers in order to fully brief them about the setting, the families we work with, our policies and procedures, curriculum and daily practice to ensure they feel confident members of our team and are clear about their roles and responsibilities.

We have an induction plan for all new staff, which includes the following:

- Introductions to all staff, volunteers, and management committee members.
- Introductions to children and parents, especially parents of allocated key children where appropriate.
- Familiarising with the building, health and safety, and fire/lockdown procedures.
- Familiarising them with confidential information where applicable in relation to any key children and ensuring that confidentiality is maintained.

- Details of the tasks and daily routines to be completed.
- The curriculum.
- Ensuring our policies and procedures have been read and adhered to.

The induction period lasts between two and four weeks. The Manager/Supervisor will normally induct and mentor new staff members and volunteers. The Chairperson or senior manager will normally induct new managers or supervisors. New staff members will have the opportunity to 'shadow' other members of staff as they familiarise themselves with the setting and routines.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period and appointments will not be confirmed unless Playgroup is confident that the new employee is suitable to work with children and to undertake the responsibilities of the role.

Staff Deployment

- Members of staff are deployed to meet the care and learning needs of children and to ensure their safety and wellbeing at all times.
- Up to five members of staff are on the premises before children are admitted in the morning and at least three members of staff at the end of the day; one of whom should be the Manager, Supervisor or Deputy.
- Two members of staff are deployed to cover the outside door for arrivals and departures.
- Only those staff aged 17 or over are included in ratios provided they have a valid full or emergency Paediatric First Aid certificate and have a current DBS check.
- The Manager/Supervisor deploys staff 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.
- All staff are deployed according to the needs of the setting and the children attending.
- Staff position themselves in different areas of the hall and outdoors to supervise children and to support their learning.
- Staff plan their focus on activities and ensure that equipment/resources are used appropriately.
- There are generally two members of staff outside in the garden when it is being used supervising different area of the garden. The Manager/Supervisor may direct other members of staff to join those outside, if the numbers of children warrant additional staff.
- Staff focus their attention on the children at all times whilst having a wider awareness of what is happening around them.

Staff Development

Staff development and training is an important part of extending personal skills and for the continuing improvement and development of the provision of quality learning opportunities for the children. It also aids Playgroup in developing overall aims and principles; for staff to develop professionally, increase self-confidence, and to share their experience/knowledge gained with colleagues.

These needs will be identified through regular staff meetings, supervisions and appraisals; through key issues raised in an Ofsted inspection report; from discussions with our Early Years Advisor; or from new legislative requirements.

Training may be held 'in house' for all members of staff with an external input; or all/individual staff attend online/day/evening courses, workshops, or conference days. Staff may visit another group or network group meeting, or have opportunities to observe each other and particular activities. Individual members of staff can attend extended courses leading to a recognized qualification.

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