



Employment and Staffing

We ensure that the children in our care are looked after by appropriately qualified people through the implementation of staffing and employment procedures in line with current legislation, including the EYFS Statutory Framework 2017 and the Equality Act 2010.

Employment

- Bottesford Pre-School is an equal opportunities employer and staff vacancies are open to all who meet the job description requirements.
- The Management Committee use rigorous procedures to recruit and vet new staff. They adhere to the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 and ensure their procedures reflect current equal opportunities and employment legislation. All new staff must have their own enhanced DBS check.
- New staff will be taken through our comprehensive induction check list before starting work, which includes information on our:
 - Pre-School routines
 - Policies and Procedures
 - Staff Policies (Disciplinary, Appeals, Grievance and Sickness/Absence)
 - Roles and Responsibilities
 - Key Person System
 - Curriculum (EYFS).
- New staff are given a job description, contract of employment and access to the Pre-School policies and procedures (hard copies at the setting and pdfs on our website).

Staffing

- Staff are deployed, according to the age, needs and abilities of the children.
- All staff are involved in planning activities and are required to attend staff meetings.
- All staff are encouraged and supported to attend training courses, which will cover all areas of the curriculum and management.
- Any member of staff wishing to attend college/university courses to further their knowledge, or to gain a qualification, will be supported and encouraged.

Time will be allocated for project work/modules and working hours will be arranged to suit wherever possible. Funding may be available to help with the cost of training.

- Formal appraisals, where staff and the manager can discuss and plan continuing professional development, are held 6 monthly.
- Staff moderation and evaluation is a continuous process throughout sessions with informal feedback and support from the manager as appropriate.
- Staff have access to a rest area in a room away from the play areas for breaks and lunch.
- The Manager is in overall charge and will report to the Pre-School Management Committee at their monthly meetings. These will also be attended by the staff representative, Tracy Smart.

Volunteers

- We welcome volunteers and parent helpers to help at Bottesford Pre-School.
- Volunteers and parent helpers can offer their help on a casual or regular basis. Regular helpers must have their own volunteer DBS.
- All volunteers and parent helpers will receive an induction covering the routines of Pre-School and its policies and procedures.
- Volunteers and parent helpers are never left alone with children they have no parental responsibility for.