

8.1 Staffing policy

Policy statement

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (2021) 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.

Procedures

For childcare on non-domestic premises,

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 (2021) 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.

The number of children for each key person considers the individual needs of the children and the capacity of the individual key person to manage their cohort.

We only include those aged 17 years or older within our ratios where they are competent and responsible. We may also include students on long-term placements and volunteers (aged 17 or over) and apprentices (aged 16 or over), where we deem them to be suitably qualified and experienced.

Our manager and deputy deploy 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* always hearing of staff. All staff are deployed according to the needs of the setting and the children attending.

Our staff, students, and volunteers inform their colleagues if they must leave their area and tell colleagues where they are going. Our staff, students and volunteers always focus their attention on children and do not spend time in social conversation with colleagues while they are working with children.

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. The key person plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.

Lone working

At Perins Pre-School, we aim to ensure that no member of staff is left alone working in the setting. However, there may be occasions when this is not always possible due to:

- Toilet breaks.
- Lunch cover.
- Nappy changes.
- Comforting a child that may be unwell in a quiet area.
- Following a child's interest, as this may lead staff away with a child to explore an area.

- Supporting children in the toilet area that may have had an accident.

We always ensure that ratios are maintained. On rare occasions that lone working with the setting does take place, we ensure that a specific risk assessment is completed prior to lone working taking place. This includes:

- How staff will manage with a variety of tasks such as nappy changing, handover to parents/carers and supervising the children safely.
- That each staff member required to lone work has the required qualification, training, and skills for the role.
- That staff members working alone are competent in their role.
- That the staff member knows who to call on in an emergency.
- That ratios are maintained.

Staff members responsibilities when left alone in the building alone:

- To make a member of the management team aware when they are lone working and make plans to check in at expected times.
- To ensure they always have access to a telephone or radio to call for help.
- To ensure that the building remains locked so no one can walk in unidentified.

Staff development and training

We value our staff highly at Perins Pre-School. We believe that ongoing personal and professional development is essential for the delivery of high-quality learning and development opportunities for the children.

The overall quality of the setting is underpinned by our staff having appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities. To facilitate the development of staff, we:

- Promote teamwork through ongoing communication, involvement, and a no blame culture to enhance our practice.
- Provide opportunities for delegation based on skills and expertise to offer recognition and empower staff.
- Encourage staff to contribute ideas for change within the setting.
- Encourage staff to further their experience and knowledge by attending relevant external training courses.
- Carry out termly supervisions with all staff.
- Offer three INSET days a year for specific training needs.

Staff working with their own children

We support all employees returning to work after having a baby and understand that there may be times when a member of staff chooses our setting to provide childcare alongside them working. We would ensure that the parent did not become the child's key person to ensure that the child forms a secure attachment to another staff member.

Menopause

Menopause is the time during an individual's life when menstruation permanently stop and an individual experiences hormonal changes. It is defined as occurring when the individual has experienced no periods for 12 consecutive months and no other biological or psychological cause can be identified. However, menopause symptoms can begin months or years before periods stop and this stage is known as perimenopause.

According to the NHS website, symptoms last around four years after an individual's last period, although some can experience them for much longer.

This policy is to provide details of how the setting will support our staff who may be experiencing issues because of symptoms of menopause. We aim to create a culture that encourages discussions to take place about matters associated with the menopause. The aims of this policy are to:

- Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.
- Ensure everyone understands what menopause is, can confidently approach the subject and are clear on our policy.
- Educate and inform staff about the potential symptoms of menopause and how they can support individuals experiencing these symptoms at work.
- Reduce absenteeism due to menopause symptoms.

Employee responsibilities

All employees should contribute to a respectful working environment and be willing to support colleagues who may be experiencing the menopause. All employees are responsible for:

- Taking personal responsibility to look after their health.
- Contribute to a respectful and productive working environment.
- Understanding any necessary adjustments their colleagues are receiving because of their menopausal symptoms.

During any discussions, the manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

Employer responsibilities

Managers are responsible for:

- Ensuring no one experiences less favourable treatment because of the menopause.
- Ensuring that any conversations are kept strictly confidential.
- Putting in place any required support and/or adjustments where reasonably possible.
- Recording any adjustments made.

Workplace adjustments

As with any longstanding health-related conditions, sympathetic, and appropriate support from the setting is crucial to provide employees with support that they need. There are numerous symptoms of the menopause that can affect an individual both physically and mentally. Some of the more common symptoms include:

- Hot Flashes
- Difficulty sleeping
- Fatigue
- Headaches
- Low mood or anxiety
- Heavy and/or painful periods.

Employees and managers may find external sources of help and support useful.

www.menopausematters.co.uk

www.daisynetwork.org

www.menopausecafe.net

This policy was adopted by

Perins Pre-school

On

28th April 2023

Date to be reviewed

28th April 2024

Signed on behalf of the provider

Michelle Osman

Name of signatory

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager