



Staffing and Employment Policy

Bearhugs Nurseries Ltd. recognises the need to meet the EYFS Welfare Requirements in relation to appropriate qualifications of staff, ratios of staff to children and staff checks. (Please see Equality of Opportunities Policy).

To ensure the safety and well-being of the children, we will ensure:

- Ensure all staff and volunteers satisfy any DBS checks and health checks.
- Undertake relevant recruitment processes to include a minimum of 2 references, including last employer.
- Ensure the recruitment processes work within an equal opportunities framework.
- Provide a full induction within the first week of employment.
- All staff are subject to six month probationary period, during which employment may be terminated by either party with one week's notice.
- Ensure all staff members are provided with a job description and written statement of employment particulars, which will be supported by a staff handbook.
- Provide relevant training and development opportunities identified through the appraisal process.
- Undertake regular staff meetings.
- Ensure all staff members are given the opportunity to participate in planning meetings.
- Provide all staff with health and safety training.
- Ensure that all staff are aware of policies and procedures of Bearhugs Nurseries Ltd. and adhere to them at all times.
- Where an employee is taking strong medication that may affect their ability to care for children, this should be disclosed to the management and medical advice should be sought. The employee will only work directly with the children if medical advice is that the medication is unlikely to impair their ability to look after children. This will be reviewed with management and where appropriate alternative duties will be allocated.

- If the employer is informed that an employee has been added to the 'barred' list the individual will be removed from regulated activity or dismissed. The individual will have no legal rights or claims for unfair dismissal. The disciplinary procedure will not be implemented as dismissal will be instant. Further information is available at www.isa-gov.org
- Where an employee becomes barred from 'regulated' activity or is disqualified by associated, the employer will consider on an individual basis, with guidance and waivers from Ofsted, if that individual is suitable for 'controlled activity'. There will be no guarantees of a transfer to controlled activity and dismissal may still result. Where dismissal results. The disciplinary procedure will not be implemented as dismissal will be instant.
- Where an employee displays inappropriate behaviour towards a child, the relevant authorities will be notified as part of legal reporting duty, including notifying LADDO, Ofsted and the DBS service/ISA.
- If a member of staff under investigation leaves the provision, the above authorities will be notified.
- Children will be supervised at all times, and Bearhugs Nurseries Ltd, will meet the requirements for adult/ child ratios as set out in the EYFS appendix 2. (Providers must meet the specific legal requirements or the ratios of adults to children within the EYFS Statutory Framework).
- Children under 2 = 1:3.
- Children aged 2 = 1:4.
- Children aged 3 -8 = 1:8, except where staff members hold a full and relevant EYTS then the ratio can change to 1:13.
- There will be at least two adults on duty at any time when the children are present.
- We will ensure that the manager or deputy hold a full and relevant level 3 qualification (as defined by the CWC) and that 50% of staff hold full and relevant level 2 (as defined by CWC) childcare qualification in line with the requirements of the EYFS.
- All staff will be expected to undertake training and continuous professional development, for some senior staff this may include qualifying to graduate level.

- Staff, volunteers and students under the age of 17 will not count towards the ratio and will be supervised at all times, unless on long term placement and deemed suitable.

Volunteers

- Bearhugs Nurseries Ltd, recognises the wealth of knowledge and expertise that volunteers can bring to our provision and therefore we welcome all volunteers and parent helpers.
- Volunteers can offer their help on a casual or regular basis.
- Volunteers will be given full information and guidance on their role and responsibilities.
- We will ensure that all regular volunteers satisfy checks made upon them and any volunteers that have not been DBS cleared will not be left alone with any child.
- Regular volunteers will sign in on a daily register, casual volunteers will sign the visitors book.
- Regular volunteers will be counted in the provisions child: staff ratio however we shall ensure there is at least two full members of staff on duty, at least one holds the appropriate qualification.
- Volunteers will be treated and respected as part of the team.
- Volunteers will abide by the settings policies and procedures regarding the running of the provision.
- Volunteers opinions will be valued and their input greatly appreciated at each session.
- Bearhugs Nurseries Ltd, will make all efforts to offer free training to volunteers.
- Volunteers will follow the staff induction procedure.
- All volunteers will be subject to the vetting and barring criteria.

Safeguarding Children

When an allegation of child abuse is made against a member of staff that causes concern or that they have behaved in a way that has harmed a child or may have harmed a child, possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicated s/he is unsuitable to work with children, we will:

- Cooperate fully with any enquiry.
- Detailed records will be kept.
- The setting disciplinary procedure will be followed where necessary.

- Ofsted will be informed.
- We will need to contact the LADDO for managing allegations through the Local Safeguarding Children's Board Services Centre (Tel: 01522 782111 or Out Of Hours 01522 782333).
- The setting may have to inform the ISA regarding the allegation.
- Suspension will not be an automatic response to an allegation but we will need to consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and the setting.
- If the allegation is of a serious nature then the management/owner will decide if the employee should be suspended on pay, whilst investigations are being made.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021