**Personnel**

* All members of staff are employed by Woodmancote Preschool CIC Rates of pay are determined by the managers.
* The managers issue Job Descriptions and terms and conditions of employment.
* Hours worked will be decided by the managers to meet the statutory requirements. Hours worked by staff may vary from term to term as number of children vary. All staff will have a minimum of 1 session a week.
* All staff are required to give a minimum of 6 weeks’ notice. This is to allow for safe recruitment to be followed and a replacement found if necessary.
* All staff will have an annual appraisal in a form that is agreeable to all. This may be 1:1 with the head or a group appraisal.
* All new members of staff will receive induction training.
* CPD will be provided to ensure quality learning and development experiences for children.
* All staff are required to complete a recognised PFA.
* All staff working with children will have the right level of maths knowledge to effectively deliver the EYFS curriculum.
* All staff must have sufficient understanding and use of English to ensure the well being of Preschool children, as described in the EYFS Statutory Framework 3.33
* All staff with Level 3 Early Years Educator award must have achieved a suitable level 2 qualification in English in order to count in level 3 ratios.
* All staff will undertake all statutory training as required, including refresher training.

**Training, Support and Supervision.**

* Day to day supervision and deployment is the responsibility of the manager. The manager, with discussion with staff member, will highlight any training needs.
* All staff will have regular “Supervisions” to discuss any issues, including concerns about a child’s development and a discussion about key children. If there are any issues then solutions will be found. Supervisions will include coaching to improve personal effectiveness and training needs identified.

**Alcohol and other Substances.**

* No member of staff should be under the influence of any substance which effects their ability to care for children.
* Staff taking medication which may affect their ability to work must seek medical advice and only work directly with children if medical advice states that the medication is unlikely to impair ability. Preschool must confirm this is the case.
* Staff medication on the premises must be kept away from the children and securely stored.
* Smoking or vaping is not allowed at Preschool. This includes all outdoor areas used by children.

**Disqualification**

* Staff must inform Preschool of any convictions, cautions, warnings or reprimands they or a member of their household receive which influences their working with children. Failure to do so is gross misconduct and will result in instant dismissal.
* Preschool will inform the Disclosure and Barring Service of any individual who has been dismissed due to a safeguarding issue or resigns in circumstances which would have led to dismissal due to a safeguarding concern.

**Use of Volunteers and Ratios**

* If extra help should be required at a session such as a party or stay and play morning, or fund raising event, parents may be asked to help with on a voluntary basis.
* Ratios are in accordance with the Statutory Framework. Parent volunteers are not included in the ratios.
* Volunteers without an Enhanced DBS obtained by preschool will not be allowed unsupervised access to children. Any regular volunteer will have a DBS check done.
* Volunteers will not be used to provide information intimate care to children.
* Volunteers must adhere to our policies on mobile phone and electronic device use
* All students on placements will have an initial interview. They will have a staff member as mentor during their time with us.
* Supervision of students should be by an authorised person with suggested goals to achieve. They should sign and receive a copy of our Confidentiality Policy and Safeguarding policies.

**Contingency Policy for Staff Absences**

* It is the responsibility of staff to inform managers if they are to be absent, giving as much notice as possible.
* Holidays are taken outside of term time.
* It is the responsibility of the manager to arrange for a replacement due to sickness or training, to ensure ratios are maintained. The manager will amend the adjustments sheet to ensure wages are adjusted correctly.
* Should a member of staff need to leave during their session, then the manager must take action to ensure ratios are maintained. This could include contacting other staff members who are not in that day. The individual needs of all children should continue to be met.