



Staffing and Employment Policy

A high adult: child ratio is essential in providing excellent quality Pre-School care in our pre-school.

We have one member of staff for each of the eight children over the age of 3 and one member of staff to four children under the age of 3.

Our key person system ensures each child and family have one staff member who takes special interest in them.

Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.

We work towards an equal opportunities employment policy, seeking to offer job opportunities equally both to women and men, with and without disabilities, from all religious, social, ethnic, and cultural groups.

All staff have a Level 3 qualification in Early Years or an equivalent. Or at the time of employment, are working towards Level 3.

All staff will carry out full pediatric first aid training.

Regular training is available to all staff, both paid and volunteer members, through the Pre-School Learning Alliance and Surrey Early Years.

All staff will go through an Induction process, receive 1:1 Supervisions. Also, undertake "What to do if? (Safeguarding Children Introduction)" training within 3 months of being employed, (subject to training availability) and updated every 2 years.

Our pre-school budget includes an allocation towards training costs (including travel expenses incurred).

We support the work of our staff by means of regular monitoring/meetings.

We are committed to recruiting, appointing, and employing staff in accordance with all relevant legislation.

Ofsted will be informed of any change of address, change of persons who are managing our provision, any change in the name or registration number of our charity or any significant event within 14 days.

All staff and committee members have an enhanced Disclosure and Barring Services check completed upon starting employment or serving as a committee member and after any significant absence or if we get any information that suggests a person may no longer be suitable. New staff members working with children will not be left alone/unsupervised with children until Heatherside Pre-school has received their Enhanced DBS. 3.17

All staff will report inappropriate behaviour displayed by other members in direct contact with the children to their Manager, Supervisor, DSL, Committee member or Ofsted Whistle Blowing contact 0300 123 3155.

If a member of staff is accused of any form of childcare abuse, he/she will be interviewed immediately by the person in charge of the group. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will usually be with the pre-school Manager. However, if the allegation is against the supervisor, the interview may be conducted by the committee chair. The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made. Investigations will be in line with the Surrey Safeguarding Children board (SSCB) procedures and conducted in conjunction with the SSCB Committee. Confidential records will be kept of the allegation and of all subsequent proceedings.

Making Referrals: Allegations against adults

Telephone the Local Authority Designation Officer Team (LADO) within 24 hours and act on their advice on 0300 1231650

Telephone Ofsted within 24 hours and back up in writing (within 14 days of receiving the allegation) on 0300 123 1231.

Notify Early Years Childcare Service, 0300 470 9100 (C SPA)

Staff will not work with children if they are taking medication that will impair their ability to look after the children properly.

Useful Website

www.acas.org.uk or 08457 474747 (Advisory; Conciliation; Arbitration Service)

Reviewed & re-agreed at AGM held 10th October 2025 Chair Alex Constantine