

# Sunbeams Play

Registered Charity No. 1152188

## Employment

### 37. Employment and Staffing.

(Including vetting, contingency plans, training and development)

#### Policy statement

We provide a safe staffing ratio 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 covering proof of identity, criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

#### Procedures

##### Ratios

- To meet this aim we use the following ratios of adult to children:
  - Children with Autism and associated behaviours 1 adult: 3 children during afterschool sessions and morning sessions during school holidays. Afternoon sessions during school holidays are additional play sessions and the ratio changes to 1 adult: 6 children as these sessions do not provide key workers.
  - Sibling groups 1 adult: 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach as described above, to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents/carers for the child's well-being and development in the setting.
- We regularly discuss children's progress with their key workers, their achievements and any difficulties that may arise from time to time.

#### Application process

- All adverts will provide details of role and qualifications required. Full job descriptions and person specification are provided with the application form or on request.
- A completed application form is required for all potential employees which includes a written declaration confirming that all information provided on the form is true and accurate.

- Successful applicants will be required to provide:
  - two references one of which should be from their most recent employer or educational setting.
  - two forms of identification; accepted proof of identification will be listed in offer of interview letter and include:
    - One photo ID such as passport or driving licence
    - One document showing proof of address – utility bill, bank statement, credit card statement, driving licence (only if driving licence shows the applicant’s current address and has not also been used as ID document)
- To ensure that any person working in Sunbeams is not disqualified from doing so under the Childcare (Disqualification) Regulations 2009 (and as amended August 2018), all employees are required to sign an annual ‘Staff and Volunteer Disqualification Self-Declaration form’.
- Successful applicants will be required to sign an annual ‘Staff Confidentiality Statement’
- All staff are required to complete a two-week induction period as described in the Induction policy (policy number 42).

**Vetting and staff selection**

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We refer to the Norfolk Safeguarding Children Partnership ‘SAFER’ Program to ensure that we remain up to date regarding regulations concerning references and enhanced criminal record checks.
- We carry out checks through the Disclosure and Barring Service for staff and volunteers, who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

**Changes to staff**

- We inform Ofsted of any changes in the person responsible for our setting.

### **Training and staff development**

- Our Manager and deputy hold a relevant Level 3 qualification and a minimum of half of our staff hold a relevant Level 3 or higher qualification.
- We offer training to all staff, whether paid staff or volunteers, through in house training and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced later.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

### **Managing staff absences and contingency plans for emergencies**

- The manager organises staff annual leave so that ratios are not compromised.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken, where necessary, in accordance with the contract of employment.
- We have a list of “bank staff” who are on call for emergency and holiday cover.

This policy was adopted on

20<sup>th</sup> April 2015

Policy updated

21<sup>st</sup> January 2022

Date to be reviewed

April 2022

Signed on behalf of the management committee

Name of Signatory

Role of Signatory

Reviewed By	Date