

P09 Personnel Policy

Updated September 2023

This policy should be read in conjunction with policy P10 Policy on the Recruitment of Ex Offenders and P13 Safeguarding Child Policy and P17 Staff Behaviour Policy.

Ridgeway ensures that adults looking after children, or having unsupervised access to them, are suitable to do so.

The registered person (Ridgeway Playgroup Ltd) complies with all conditions of OFSTED registration, including those which required staff to submit to a vetting procedure whereby the information supplied is verified with the relevant sources.

The vetting procedure includes a criminal records check, and enabling the early years' child care inspector to determine that the play leader and chair of trustees were suitable for caring for, or having regular contact with, children.

The registered person, trustees and staff have not been convicted of an offence or been the subject of an order which disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989.

We do not have any current staff who have had any disqualifications but we do have an ex-offenders policy and are aware of the procedures should anybody apply.

The staff ensures that any person who has not been vetted is never left alone with children. This is done by ensuring that a member of staff is always with the children whether inside or out and only staff or vetted trustees if acting as part of the staffing ratio can accompany children to the toilet.

Directors/Trustees Details

To contact any of the directors/trustees send email to ridgewayplaygroup@yahoo.com. If you wish to write, you may do so to the company's registered address.

Ridgeway Playgroup Limited.
New Homestead
Eastcombe
Stroud
Glos
GL6 7DY

The details below list the current directors/trustees and their relevant experience and qualifications relevant to their post. All of the directors hold a current enhanced DBS check.

Chair of Trustees
Theresa Wallace

Treasurer

Jeannette Dangerfield

Secretary

Laura Holloway

Staff

- The Play Leader holds suitable qualifications for a supervisory post, which is at least a Level 3 qualification, and has had several years experience with children in the Foundation Stage.
- In the event of the Play Leader's absence another member of staff holding a level 3 qualification will lead the session. In the first instance, this will be the Deputy Playleader.
- Other staff members are employed based on their suitability to work with the children and as part of the staffing team. They are required to attend all in-house training, planning, assessment and general staff meetings. They are encouraged to attain additional training especially first aid unless they are already from a medical background.
- Ridgeway Playgroup will actively support whenever possible a member of staff's desire to continue their professional development especially nationally recognised qualifications
- All staff employed by Playgroup have a contract of employment with rights and obligations, a full job description with grievance procedures.
- All staff must attend some training sessions a year, these can include in-house training. A training record and course certificates are kept in each member of staff's professional development file.
- All staff will have an annual appraisal to identify training needs which is carried out by a combination of trustees, mentors and line managers as appropriate.
- All information about staff that was obtained on recruitment and subsequently is kept in the personnel file at the registered settings address.

Key People

- All children at Ridgeway will be assigned to a Key Person. That Key Person will help the child to settle into Ridgeway and to learn the routine. They will start this process by attending the home visit with the play leader.
- The Key Person will use staff observations to update all the individual profiles.
- Parents can approach their child's Key Person for a meeting or to see their child's profile
- All staff members will care for all the children and will write notes in the learning journeys or in note books to assist colleagues with their Key Children's needs and interests

Qualifications

Theresa Wallace (Play Leader) holds a Level 3 Diploma for Children and Young Peoples' workforce (24/01/2014) Pearson EDI (Early Learning and Childcare) and has up to date inter-agency Child Protection Training.

Amanda Baber (Deputy Playleader and SENCo) holds a NNEB Diploma in Nursery Nursing (Level 3 equivalent) and has up to date Child Protection and SENCo training.

Tracey Chudley (Senior Play Assistant) holds a NNEB Diploma in Nursery Nursing (Level 3 equivalent) and has up to date Child Protection training.

Sally-Anne Davis (Senior Play Assistant) holds an NVQ Level 3 City and Guilds and has up to date Child Protection training.

Sophie Humphries (Play Assistant) holds a Level 3 Early Years Educator and has up to date Child Protection training.

Melanie De Vall (Play Assistant) holds a Level 3 Early Years Educator and has up to date Child Protection training

Staff responsibilities

- Safety and well being of the children.
- Organisation and planning of sessions.
- Discipline.
- Registration on a day to day basis as well as of new children.
- Upkeep of forms e.g. register etc.
- Educational standards maintained as required by the County/Government.
- Safety of the equipment.
- First Aid.
- Setting out equipment.
- Opening up and locking up of premises..
- Purchase and maintenance of toys and equipment
- Liaison with school and other agencies and Early Years staff and OFSTED Inspectors.
- To carry out continual observations and assessments on all children.
- To talk to parents about any concerns they have about the child's development or progress or behaviour.
- Child protection information updated.

Recruitment of a new member of staff

- The trustees are responsible for recruiting new members of staff.

- Advertisements are placed at the setting and the local area is advised and if necessary the local Job Centre. The Group will not discriminate on the basis of age, gender, class, sexuality, colour, ethnic origin, disability religion, belief, marital status or ex-offenders.
- Interviews are carried out after receiving application forms. The panel is usually 2 trustees and one member of staff.
- The Play Leader is consulted.
- The successful candidate will have a vetting process to safeguard the children. This includes enhanced disclosures. We will always carry out our own DBS disclosure and a risk assessment unless the candidate is signed up to the DBS update service and this can be used to confirm that an existing DBS certificate is acceptable.
- If the candidate is not already known to the setting then references will be checked.
- The candidate must prove their right to work in this country (examples of this are a passport that proves the person has a right to live in the UK, a document giving the person's permanent National Insurance Number and name and a full birth certificate).
- If all is satisfactory the person starts with a trial period and induction training from the Play Leader or Senior Play Assistants. After the trial period staff are placed on a year's contract to ensure that demand for places will meet the staff employed.
- The Play Leader or a trustee will meet with the new staff when they are settled to ensure there are no issues.
- Ridgeway will not automatically discriminate against applicants with criminal records and has a policy on the recruitment of ex-offenders.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup September 2022
Review Date: September 2024