



Pre School

Seedlings Pre School  
St Johns Memorial Hall

Mobile: 07525 731424

[seedlings-preschool@outlook.com](mailto:seedlings-preschool@outlook.com)

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## Employment & Recruitment Policy

Seedlings Pre School is a responsible employer ensuring that we recruit safely and conscientiously to protect the welfare of the children in our care. We take measures to ensure the safety and welfare of our staff and support them in their training and development to become better workers.

- Our staffing ratios are as follows:
  - For children aged 2-3 years 1 adult : 4 children
  - For children aged 3-4 years 1 adult : 8 children
  - Please note that these are our minimum staffing ratios and we often operate with a higher level of adult to child ratio to allow us to provide the highest level of care we can.
- There will always be at least two staff members present at any time during the pre school sessions.
- We employ a Key Person system to ensure each child and their family have a particular member of staff whom they can build a relationship with and be available for discussion and consultation regarding their child and the pre school.
- Staff members carry out regular curriculum in which they are supported by the pre school manager to ensure we are aware of the children's progress, achievements and interests and can support them appropriately during the sessions.
- Our pre school manager holds the CACHE level 3 Diploma in Pre school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE level 2/3 Certificate in Pre school Practice or an equivalent qualification.

### Recruitment

- 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 us imposing conditions or requirements which are not justifiable.
- All candidates must supply a CV, complete an application form, attend interview, supply two references and pass a clean DBS check before they can be recruited to work for Seedlings Pre School
- We use a scoring system during the application process to ensure we are recruiting fairly and without bias or prejudice.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

### Induction

- A Contract of Employment is drawn up and signed by employee and employer
- All staff have a job description which sets out their staff roles and responsibilities

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- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Safeguarding Children Policy and Procedures. Other policies and procedures will be introduced within our induction plan.
  - Our written induction plan will include:
    - Introductions to all staff and volunteers.
    - Familiarising with the building, health and safety, and fire and evacuation procedures.
    - Ensuring our policies and procedures have been read and are carried out.
    - Introduction to parents, especially parents of allocated key children where appropriate.
    - Familiarising them with confidential information where applicable in relation to any key children.
    - Details of the tasks and daily routines to be completed.
    - The induction period lasts at least two weeks.
    - The manager inducts new staff and volunteers.
    - During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
    - Successful completion of the induction forms part of the probationary period.
  - All new staff members will undertake any training necessary for their role prior to starting their work at Seedlings Pre School.
  - All positions have a 3 month probationary period with an end of probation appraisal with the Manager. If appropriate the probation period may be converted to a permanent contract before the end date. Likewise the probation period can be extended or employment terminated if the Manager feels that the employee has failed to perform to the required level.

### **Probation Period**

All new employees will automatically be started on a probation period lasting 3 months (this will not include school holidays) with the potential to move to a full contract earlier or later if deemed appropriate.

During the probation period staff are expected to perform to an appropriate standard as set out by their job description and the performance targets set out below. All staff will have a review two weeks prior to the end of their probation period in which we will discuss their performance, whether they are reaching the required standards and whether we feel they need to improve in any areas before the end of their probation.

Employees will then have a final Probation Review in which we will discuss their progress since their previous review and determine whether they have performed to the required standard agreed upon. If they have failed to do this then a decision may be made not to offer a permanent contract. The employee will always be given the contractual 1 week notice period except in exceptional circumstances where there has been an incidence of gross misconduct in which case they will be dismissed with immediate effect.

During the probation period the employee will be reviewed on their performance. There are a number of specific targets that we expect the employee to reach and/or maintain during their probation period. These

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are detailed below:

Performance Area	Details
<b>Attendance &amp; sick leave</b>	Employees must have no absence for unauthorised reasons during their probation *
	Employees must have no incidents of lateness without a valid and justified reason
	Employees must notify us of any absence in line with the requirements set out in their contract including keeping in touch daily during absence to update us of the situation and when you expect to be recovered and return to work
	Attend all relevant training and work meetings
<b>General attitude to work</b>	Show enthusiasm and engagement with the children and parents at the pre school
	Show good awareness of duties and responsibilities
	Demonstrate vigilance with regard to health and safety requirements within the pre school and uphold the policies and procedures set out for the setting
	Be capable of performing the duties required of them set out in the job description
	Show a good attitude towards teamwork and be an active and engaged team member
<b>Paperwork</b>	Read and gain a good understanding of the pre school policies and procedures
	Read and gain a good understanding of the Early Years Assessment Framework
	Maintain and keep up to date observations, weekly planning, child reports and tracking documents for key children

*\* Authorised absence includes: time off for illness, medical appointments that have been agreed to with prior notice by management, dependents leave, bereavement leave for immediate family members, maternity leave/appointments, paternity leave. Unauthorised absence includes: time off for injury or illness if it does not prevent you from performing your duties or performing a list of agreed reduced duties, lateness, time off to look after non-dependents, general holiday/time off, absence without reason*

#### Training

- We provide regular in service training to all staff whether paid staff or volunteers.
- All staff are given the necessary training that is required for their role. This includes: Safeguarding, Paediatric First Aid



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- We make use of grants and also budget for providing staff with training opportunities to further their knowledge and improve the care they can provide to the children in the setting. In particular we aim that any unqualified staff will be enrolled to complete a Level 2 or 3 Diploma in childcare once they have passed their probation period. We also support staff in gaining the Level 3 Forest School Practitioner qualification
  - We support the work of our staff by holding regular supervision meetings and appraisals.

### Employment

- We keep all records relating to employment of staff/volunteers/students, in particular any checks that have been carried out such as the DBS search.
- Staff are required to disclose to us any convictions, cautions, court orders, reprimands and warnings which could affect their suitability to work with children regardless of whether they were received before or during employment with Seedlings Pre School.
- Should we become aware of any situation or information which could lead to the disqualification of an employee, we will take appropriate action to ensure the safety and welfare of children. In the event of disqualification, that person's employment with us will be terminated.
- Any change in the responsible person for the setting will be reported to Ofsted.
- We will support our staff by holding regular supervision meetings, yearly appraisals and peer monitoring.
- If a member of staff is taking medication which may affect their ability to care for children we ensure that they seek further medical advice as to whether it is suitable to continue with their work. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children they will not be allowed to work directly with the children and further action will be taken.
- We hold regular staff meetings which give opportunities for staff members to discuss curriculum planning, children's progress and development, update policies and procedures, plan developments for the setting, review any concerns and to come together as a team.
- If staff have a cause for complaint or are unhappy about anything they should speak to the Nursery Manager immediately. If they feel they are unable to share their concern with the Manager, they should talk to the deputy manager. If the concern is such that neither of these approaches are appropriate then they should refer to our Whistle Blowing policy.

### Managing staff absences and contingency plans for emergencies

- Our staff take their holiday breaks when the setting is closed or during term time if it has been agreed with the pre school manager in advance with sufficient notice. Where staff may need to take time off for any reason other than sick leave or training this is agreed with the manager with

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sufficient notice.

- Where staff are unwell and take sick leave in accordance with their contract of employment we organise emergency 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 contingency plans to cover staff absences, these will include using bank staff who are known to us as well as agency staff from Headline who are well known to us and provide fully checked staff to both early years settings and schools

#### Standard Recruitment Process

1. Job advertised and/or database of potential applicants contacted
2. All applicants must complete the application form supplied by Seedlings Pre School
3. All application forms will be considered, scored and shortlisted as appropriate. Any gaps on the application form will be queried and completed. Relevant qualifications will be checked to ensure they are full and relevant
4. Interviews will be held by two members of the management team
5. A scoring system will be used to grade the applicants and shortlist if appropriate
6. Following scoring of the interviews an applicant/applicants will be given a conditional offer of employment based upon receipt of a clear DBS and good references
7. References will be requested
8. If the conditional offer is accepted then DBS searches will be carried out
9. The successful applicant/s will be given a full induction prior to starting their role. This induction will include

#### Staff Grievances

If a staff member wishes to raise a grievance against another member of staff then they should do so to the setting manager. If they are unable to approach the setting manager then they are also free to raise the matter with the Pre school owners, Jennifer Bruton & James Bruton.

At Seedlings we will always follow the procedures and guidance set out on the ACAS website. This ensure that we will always act in the most appropriate and up to date manner. Please refer to the ACAS website for the up to date procedures <http://www.acas.org.uk>

If a staff member is raising a grievance they should ensure that they maintain confidentiality and professionalism at all times. They should also ensure that they refrain from colluding or conspiring with other staff.

**Policy reviewed:** April 2017  
**Written by:** Jennifer Bruton – Pre School Owner