****

**Employment**

21 Employment and staffing (Including vetting, contingency plans, training and development)

Policy statement We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage 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 for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements. EYFS key themes and commitments A Unique Child Positive Relationships Enabling Environments Learning and Development 1.3 Keeping safe 2.4 Key person To meet this aim we use the following ratios of adult to children (with an assistant): -

Six children under the age of five years (two being under the age of one)

Six children between the ages of five years to eight years.

**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 staff 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 use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau 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 setting staff hold either a Level 2 Certificate or level 3 in childcare. We offer training via Suffolk CPD and keep up to date with any new relevant training.

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 staff take their holiday breaks when the setting is closed, or cover is available Where staff may need to take time off for sick The manager will organise cover or cancel children if need be so that ratios are not compromised. Sick leave is monitored and action is taken where necessary in accordance with the contract of employment. Staff should read MASH & LADO posters within the setting.

**Disciplinary and Grievance**

Procedures for the settings Employees Minor disagreements Minor disagreements among setting staff, or between staff and committee/owner, can usually be resolved at the regular staff management meeting or informally by discussion. Disciplinary procedure A more serious situation arises when a dispute cannot be resolved, or when the owner is dissatisfied with the conduct or activities of an employee. Any disciplinary matter will normally be dealt with using the following procedure.

At every stage the employee should be given reasonable notice (five days) that a disciplinary hearing is due to take place to give him/her the opportunity to prepare his/her case, and s/he should be offered the opportunity to be accompanied by a colleague if s/he wishes.

1. Verbal / Oral warning Any breach of the staff code of conduct Poor timekeeping, persistent lateness, unauthorised absence And - If your behaviour or conduct is considered inappropriate the manger or deputy can give you a verbal warning at the time of the incident, you will then; i) Be interviewed by the manager who will explain the complaint. ii) Be given full opportunity to state his/her case, and iii) After careful consideration by the manager, and if the warning is considered to be appropriate, the employee needs to be told: 2 ~ What action should be taken to correct the conduct? ~ That s/he will be given reasonable time to rectify matters; ~ What training needs have been identified, with timescales for implementation? ~ What mitigating circumstances have been taken into account in reaching the decision? ~ That if s/he fails to improve then further action will be taken; ~ That a record of the warning will be kept, and will be disregarded after six months satisfactory service and: ~ That s/he may appeal against the decision within a limited time period (five days).

2. Formal written warning If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant an initial oral warning. i) The employee will be interviewed by the disciplinary panel who will explain the complaint and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case). ii) If a further formal warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee within 3 working days. iii) The letter will: a) Contain a clear reprimand and the reasons for it; b) Explain what corrective action is required and what reasonable time is given for improvement; c) State what training needs have been identified, with timescales for implementation; d) Make clear what mitigating circumstances have been taken into account in reaching the decision; e) Warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice; and f) Explain that s/he has a right to appeal against the decision. Record will be kept on file but disregarded after 6 months satisfactory service.

3. Final written warning If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant any initial warnings. i) The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case). ii) If a final warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee. iii) The letter will: a) Contain a clear reprimand and the reasons for it; b) Explain what corrective action is required and what reasonable time is given for improvement; c) State what training needs have been identified, with timescales or implementation; 3 d) Make clear what mitigating circumstances have been taken into account in reaching the decision; e) Warn that failure to improve will result in further disciplinary action which could result in dismissal; and f) Explain that s/he has a right to appeal against the decision. g) A record of warning kept on file but disregarded after 1 year satisfactory service.

4. Dismissal If the employee still fails to correct his/her conduct, then: i. Written notice of allegation and basis for it ii. The employee will be interviewed as before iii. If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal and iv. Right of appeal and an appeal meeting If the progress is satisfactory within the time given to rectify matters, the record of warnings in the individuals file will be destroyed. 5. Suspension If the circumstances appear to warrant instant dismissal, an employee may be suspended without pay while investigations are being made. These should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously these investigations should be carried out within as short a time as possible. Instant dismissal is possible only in circumstances of gross misconduct. Examples of such misconduct would be: a) Theft or fraud; b) Ill-treatment of children; c) Assault; d) Malicious damage; e) Gross carelessness which threatens the health and safety of others; or f) Being unfit through use of drugs or alcohol. Otherwise, an employee should not be dismissed without the appropriate warnings.

7. Grievance procedure If an employee is dissatisfied s/he must have the opportunity for prompt discussion with her/his immediate supervisor. For the supervisor of the setting this would normally be the manager/owner. If the grievance persists, a management panel should be set up for the purpose of further discussion, at which the employee may, if s/he wishes, be accompanied by a colleague. There must be a right of appeal, If grievance persists, you shall put your grievance in writing to your immediate supervisor. Your supervisor must give you a written response with five working days in an effort to resolve the matter. ii. If the matter is not resolved, you may raise the matter, in writing to the manager. A response must be given within five working days. A management panel will meet with you for further discussion, at which you may, if you wish be accompanied by a colleague. iii. There must be a right of appeal with all persons concerned. You should put your grievance in writing, and a meeting will be convened within seven working days of the grievance being received. Your colleague may be present at this stage. The manager’s decision is final. Please note that al l staff should read the MASH & LADO posters within the setting