**Sticky Fish Pre-school Staffing and Employment Policy**

Staff qualifications meet the regulatory requirements of the Early Years Foundation Stage (EYFS), but we strive to encourage all staff to be qualified to a current and relevant Level 2 or 3 standard or working towards this.

Staff are expected to complete training in Child Protection to Level 1 (the nominated Child Protection Officer and the Manager will be trained to Level 2 standard), Paediatric First Aid and Basic Food Hygiene. It is expected that this training will be updated within the current accepted timescale of three years. Training opportunities will be sought for the earliest and most convenient time for every member of staff so that all staff are fully trained and the training is in date. CPD training opportunities will also be made available to all staff. Training is currently undertaken during employees’ own time.

All staff are expected to familiarise themselves with our policies and participate in the ongoing monthly review of several policies. Staff must adhere to the Staff Code of Conduct. The manager will check that all have read and understood their responsibilities towards their employment. They will have access to the staff Google Drive.

Adult/child ratios at Sticky Fish pre-school, at the least, comply with those set out in the welfare requirements of the EYFS. Staff are eligible to be counted as part of the staff/child ratio once they have attained a Level 2 qualification or if we deem long term volunteers to be competent and responsible, according to the revised EYFS 2024

Our key person system ensures each child and family has one particular member of staff who takes a special interest in them.

Staff meetings are held weekly, to discuss the children’s progress and interests as well as discussing planning. The senior management team will meet at least once per term to discuss any other business and decide when items need to be brought to the whole staff meeting for discussion. Trustees will hold formal meetings once per term, and hold an AGM annually, of which parents and staff will be invited to attend online if they wish.

Staff will be expected to make every effort to attend activities planned for 5 staff in service training days per year.

We support the work of our staff and identify their ongoing training and development needs by means of regular supervision sessions.

Staff should never be under the influence of alcohol or drugs whilst on the premises, and should seek advice re their ability to work with children whilst taking medication.

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

We keep records relating to employment of staff and volunteers, in particular the date and number of the DBS check.

Staff are expected to disclose any cautions, convictions, court orders, reprimands and warnings that may affect their suitability to work with children.

Date agreed: August 2024 Review date: August 2025

Signed: L. Tomlinson Position: Pre-school Manager