

## Staffing Recruitment, Induction, Deployment and Development

**EYFS legal requirement:** “*Providers must ensure that adults looking after children have appropriate qualifications, training, skills and knowledge*”  
Staff Qualification Training Support & Skills, EYFS Framework  
Pages 16 - 21, Paragraphs 3.18 – 3.41

This policy applies to:

### 1. The Early Years Register (EYR)

This policy is not a requirement of The Childcare Register (CR); however it is highly recommended that a policy is written to ensure that you provide a consistent message to all parents about the quality service provided.

### Policy

A policy is a description of the setting aim / commitment. Consider the following when detailing your policy;

- What is your setting hoping to achieve by having effective staff recruitment, induction and development plans in place?
- What are the benefits to the setting, parents, children and other staff?
- What are your setting’s beliefs around having qualified, experienced and knowledgeable staff?
- How will your setting ensure that staff are deployed effectively whilst ensuring that legal requirements are met with regard to ratios?
- What outcomes for children does your setting hope to achieve by ensuring that appropriately qualified, experienced staff are effectively deployed throughout the setting? I.e. what difference will it make – describe this.

### Procedure

A procedure is a description of the way a setting goes about a particular activity or process. Consider the following information when detailing your procedures;

## **Recruitment**

- Describe how your setting will advertise vacancies, explain where you will do this, what are the reasons behind this, for example advertising in a wide and varied way to ensure a range of applicants?
- Think about what type of information you will include in your application packs e.g. application form, current and relevant job description and person specification.
- Who will be short listing and interviewing applicants? (Short listing of applicants should be done by the same group of people who will be interviewing for the post.).
- What minimum qualifications do you expect the candidates to hold? (Childcare NVQ level 2 or level 3, Pediatric first aid, basic food hygiene, safeguarding).
- How will your setting ensure that candidates meet the Core Competencies?
- What type of questions will you ask applicants at interviews? Who will be asking the questions? Will they be set against essential criteria for the post, found in the person specification and also the responsibilities outlined in the job description?
- Will the offer of employment only be made verbally and confirmed in writing once references and CRB checks and health checks being received?
- How will your setting demonstrate that you have gathered essential information to assess the suitability of the successful candidate?
- What checks will you carry out to ensure the candidate is entitled to work within the UK?
- How will you assess and ensure that candidates have a sufficient understanding of English to ensure the wellbeing of children in their care?

## **Induction**

Each new staff member must have a clear, supportive induction programme. This should include mentoring by a suitably qualified and experienced staff member.

- What information will you provide to new members of staff? e.g. policies & procedures on information relating to safeguarding, child protection, emergency evacuation, equality and health and safety
- How will you ensure that your induction process and training offers staff the opportunity to understand their roles and responsibilities
- What other necessary information specific to the setting will staff receive?
- How long will the induction process take (i.e. 3 months, 6 months), will this include review dates and regular meetings during the process.
- Think about having a separate induction process for short term staff, students and volunteers.
- Will all staff have a separate induction file? Will some things be held in a centrally located Staff Handbook? Where will this be kept and are all staff aware of its location?

### **Supervision**

- How will you provide appropriate supervision for staff who have contact with children and families?
- What are the principles of effective supervision?
- How will ensure supervision allows the opportunity for staff to discuss and issues around children's development & wellbeing and to identify solutions to address issues as they arise.
- How you will ensure receive coaching to improve their personal effectiveness.
- 

### **Staff Deployment**

- How does your setting ensure that staff are deployed effectively to ensure the safety of the children, ensuring ratios, qualifications and experience requirements are met for managers, deputies, room leaders and other practitioners (Early Years Framework Page 17 Paragraph 3.21 and Page 18, Paragraph 3.27 to 3.41)
- If you are a childminder how will you ensure that you are satisfied that any assistants you employ are competent in the areas of work they undertake.
- How will your setting deploy its staff to meet the needs of all children and ensure their safety?

- Which staff will be included in or excluded from ratios, consider age, students and volunteers.
- Describe your settings procedure for deployment of students and volunteers?
- Explain how you will deploy staff effectively and within ratio, when children are free to move about.
- What are your setting's contingency plans when covering staff sickness and absence? (Refer to staff discipline and sickness procedures).
- Explain how you will cover lunch breaks etc.
- How will your setting that a person holding a current pediatric first aid certificate is on the premises at all times when children are present, and that they accompany children on outings?
- Consider how you will deploy staff when on trips and outings

### **Key Person**

- What is the role of a child's key person?
- How will you ensure that a child's key person helps to ensure that every child's learning and care is tailored to meet their individual needs?
- How will your setting ensure that each child's key person seeks to engage with and support parents / carers in guiding the child's development at home?

### **Staff Development**

- How will your setting support its staff in ensuring that their skills, knowledge and practice remain up to date and relevant to the role?
- How will you identify your setting's overall training needs and the staff's individual training needs? (.i.e. use of training plans, self assessment forms, staff supervisions and appraisals.). How often are training plans, supervisions and appraisals completed? Who is responsible for reviewing them?
- Describe where training will be accessed? (i.e. through the Local Authority, staff development, in house training.).
- When assessing and planning the training needs of your setting preference should be made to ensure that all legal requirements for the setting are met. For example, legal requirements as set out by the LA (Local Authority) are met and maintained. If your are registered on the Early years register and accessing the EEG (Early Education Grant) a

suitably trained and experienced Special Educational Needs Coordinator and Safeguarding Coordinator who have sound knowledge and expertise in these areas is a requirement of your contractual agreement within the LA.

- How will staffing levels be monitored and maintained to ensure staff are able to attend training courses (ensuring ratios are met)?
- Does your setting have a budget for staff to access relevant training?

**Date created:**

**Date updated:**

**Related Policies:** Suitable Person  
Safeguarding  
Partnership Working

### **Further Information**

EYFS Statutory Framework Pages 16 - 21

Requirements for the Childcare Register: Childminders and home child carers – Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non-domestic or domestic premises – Ofsted ref 080143

**Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Wigan Local Authority should be used as a guide only.**