

Beetley and District Preschool

Registered Charity: 1181636

EMPLOYEE RIGHTS, RESPONSIBILITIES AND DISCIPLINARY PROCEDURES AND GUIDANCE

Staffing and Employment

Statement of Intent

Beetley and District Preschool is committed to providing the highest possible standards of care and education for all children. We aim to safeguard and promote the welfare of children and young people, while also ensuring that our staff benefit from a supportive, inclusive and flexible working environment. To uphold these commitments, we maintain high staffing ratios, employ appropriately qualified practitioners, and ensure all staff members undergo enhanced Disclosure and Barring Service (DBS) checks in line with Ofsted requirements. A minimum of two references is obtained prior to the start of any employment.

As stated in the Bichard Report (2004):

“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed.”

Aims

Our aim is to offer children and families high-quality early education and care while ensuring that safeguarding and well-being remain central to our practice. We seek to create an environment where children feel safe, supported, and valued, enabling them to reach their full potential. By maintaining strong communication with parents and carers, we ensure that every child receives consistent guidance and encouragement.

We aim to recruit and retain highly skilled and motivated staff who are supported through training, supervision, and professional development opportunities. Promoting equality, diversity, and inclusion in all aspects of our work is central to our ethos, ensuring a fair and respectful environment for staff, children, and families alike. Additionally, we strive to implement best practices in staffing, employment, and safeguarding, continually reviewing and updating our processes in line with current legislation and guidance.

Methods

To achieve our aims, we implement the following measures:

Staffing Ratios and Daily Practice

- We follow Ofsted's required adult-to-child ratios:
 - **2-year-olds:** 1 adult : 5 children
 - **3–7-year-olds:** 1 adult : 8 children
- Whenever possible, we exceed required ratios by one additional adult.
- At least two staff members are present on site at all times.
- We operate a key person system to provide consistent, individual support for every child and family.
- Staff meetings take place regularly to support curriculum planning, discuss children's progress, and address any emerging needs.

Recruitment and Employment

We are committed to fair, safe and inclusive recruitment practices:

- We follow non-discriminatory procedures during recruitment and selection.
- All staff receive a clear job description outlining their responsibilities.
- We welcome applications from all members of the community and assess candidates solely on their suitability for the role, regardless of age, marital status, gender, culture, religion, ethnic origin or sexual orientation.
- No applicant is disadvantaged by requirements or conditions that are not reasonably justified.
- We follow Ofsted guidance for reference checks and DBS screening for staff and volunteers with substantial access to children.

Training, Support and Supervision

- All staff and volunteers have access to regular in-service training.
- Training costs are allocated within the preschool budget.
- New staff receive induction training within their first two weeks of employment, including guidance on safeguarding and health and safety procedures, with a structured plan for the introduction of additional policies.
- Staff returning from extended leave receive refresher induction training.
- Ongoing support is provided through regular staff meetings, supervision sessions and annual appraisals.
- We commit to recruiting, appointing and employing staff in line with all relevant legislation and best practice.

Linked Policies

This policy should be read alongside the following related policies:

- Safeguarding and Child Protection Policies
- Safer Recruitment Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Induction of new staff members
- Staff Behaviour policy
- Standards of Behaviour Guidance
- Staff Support and Supervision
- Whistleblowing Policy

Monitoring and Review

This policy will be reviewed annually or following any incident, update in legislation, or guidance.

- **Policy reviewed on:** 22nd November 2025
- **Next review due:** 22nd November 2026
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)