



**MAYVILLE
HIGH SCHOOL**
Founded in 1897

Early Years Foundation Stage

Early Years Staffing Policy

Staff employment, training and support

Mayville High School is committed to ensuring it meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks. (Refer to our Recruitment Policy)

We also understand it is our legal responsibility under the Equality Act 2010 to ensure the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The daily experience of children in our early years setting and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities.

We ensure that all staff receive induction training to help them understand their role and responsibilities. The induction training includes;

- information about emergency evacuation procedures;
- safeguarding;
- child protection;
- health and safety;

We support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

Staff: child ratios

At Mayville we expect all nursery staff to hold a level 2 or 3 qualification or above and the nursery manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience.

Staffing arrangements meet the needs of all children and ensure their safety. We ensure that children are adequately supervised at all times, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Children are always within sight and hearing of staff.

Only those aged 17 or over are included in ratios if they are suitable.

For children aged two:

- there is at least one member of staff for every five children and all staff hold an approved level 2 or 3 qualification

For children aged three and over in independent schools

Where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor or another suitably qualified overseas trained teacher, is working directly with the children there must be at least one member of staff for every 13 children.

For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children.

For all other classes at least one other member of staff must hold an approved level 3 qualification.

For children aged three and over in independent schools, where there is no-one with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification
- There should be 'Adequate supervision' whilst children are eating. This means that children must be within both sight and hearing of staff.

Key person

Each child is assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They, alongside the Nursery Manager, will also help families engage with more specialist support if appropriate.

Supervision

We have a supervision and appraisal programmes for all staff who have contact with children and families. We provide support, coaching and training for practitioners and promote the interests of children. Supervision fosters a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

Staff also have opportunities, at any time, to;

- discuss any issues – particularly concerning children's development or well-being, including child protection concerns;
- identify solutions to address issues as they arise;
- receive coaching to improve their personal effectiveness;

First Aid

It is our policy to train all staff in paediatric first aid (PFA).

A qualified first aider is on the premises and available at all times when children are present, and must always accompany children on outings.

English language skills

At Mayville we ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. Staff must be able to:

- Keep records in English

- Liaise with other agencies in English
- Summon emergency help
- Understand instructions. For example, about the safety of medicines or food hygiene

Staff taking medication/other substances

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice.

We will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All medication on the premises must be securely stored, and out of reach of children, at all times.

Smoking and vaping

Smoking and the use of e-cigarettes has proved to be a health risk and therefore in accordance with legislation, Mayville High School operates a strict no smoking/vaping policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking/vaping while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the nursery, are not permitted to smoke/vape.

If staff choose to smoke/vape during breaks they are asked to change into their own clothing and smoke/vape away from the school premises.