



Employment EYFS

Employment and staffing

Ratifying Committee	Finance, Personnel, Premises and General Purposes Committee
Date	May 2025
Review	Annually

Employment - EYFS

Employment and staffing

(Including vetting, contingency plans, training and development)

Refer to the whole school Continuing Professional Development Policy and Attendance at work Policy.

Policy Statement

We provide a high staffing ratio to meet the needs of our children. This staffing is in line with the Safeguarding and 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 Disclosure and Barring Service in accordance with statutory requirements.

All records relating to staff are retained securely in line with the General Data Protection regulations.

Procedures

Ratios

- Nursery places are part time within the EYFS Specialist class. Nursery placements are allocated by the Local Authority for children who have complex medical / profound and multiple learning needs who are non-ambulant. The children access a personalised curriculum within this specialist provision.
- Reception classes consist of a minimum of a Teacher, Senior Teaching Assistant and team of teaching assistants to up to 14 children across environments.
- Due to the complex needs of our pupils; the in-depth knowledge required to differentiate activities to meet each individual child's needs and the sensitivity required when dealing with parents who may still be coming to terms with their child's disability, the class teacher is designated as the key person for each child. The key person meets regularly with the family and other professionals for discussion and consultation on the child's progress.
- Staff are encouraged to exchange information relating to children on a daily basis. We also hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

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 DBS for staff 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.
- Volunteers are not permitted to have unsupervised access to children.
- 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.

Staffing structure

- The Bridge School is managed by the Headteacher.
- The Early Years Foundation Stage department is managed by the Head of Phase (EYFS) who is supported by a Senior Teacher (EYFS).
- Children accessing the specialist provision have the minimum of 1 teacher, 1 STA and the number of TAs is in line with ratios.
- Each reception class consists of a minimum of 1 class teacher, 1 STA and a team of TAs to up to 14 children.
- Additional staffing is provided as required to ensure the needs of all children are met.
- Lunchtime supervisors are provided as required to support children at lunchtimes.
- Where required specially trained staff from the complex medical needs team may be used to provide 1:1 support for pupils with complex medical needs.

Training and staff development

- The Headteacher allocates resources to training.
- The Bridge Training Coordinator provides new staff with a one day induction course prior to commencing employment at the Bridge.

- New staff then complete a 12 month induction programme once they commence employment at the Bridge. This is overseen by the Training coordinator and Head of Phase (EYFS)
- Additional training is then identified through the appraisal cycle for teachers; the professional development process for TAs; and the whole school self review process.
- 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

- We are a term time only setting. Our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Headteacher with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we aim to organise cover to ensure ratios are maintained.
- Sick leave is monitored, and action is taken where necessary in accordance with the contract of employment.
- Where possible first day cover is provided to maintain staffing ratios.

This policy is reviewed annually by the Head of Phase (EYFS) in consultation with EYFS staff.