



**ST BERNARD'S
PREPARATORY SCHOOL
EARLY YEARS DEPARTMENT**

STAFF POLICY

ADVENT 2018

St Bernard's Preparatory School

EYFS STAFF POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Training and Professional Development

This policy covers areas related to staff, their development and employment at St Bernard's Preparatory School within the EYFS.

We believe that staff should be trained specifically to work with children in the Early Years. As such, the school selects staff with an expertise in the area, or where this is not possible, the school will send staff on relevant training courses to further develop skills necessary for working with children aged 2-5. Staff will be sent regularly on training to continue their professional development. These courses may be provided by the Local Authority (Slough), or may be provided by a private company (e.g. Osiris Educational). These courses should cover areas identified by staff members as areas of interest to further pursue, or areas of weakness to develop in. After attending such a course, staff will be required to provide feedback to the EYFS Team as to its relevance and usefulness, and will also feedback any useful advice to their colleagues, in order to share and further encourage best professional practise.

Development is also enhanced through the following:

- whole school induction programme for new staff
- training from the local authorities
- individual mentoring of new staff
- peer observation and recording
- professional advice
- target setting and monitoring as a result of Performance Management
- peer observation of best practice.
- Supervision Meetings

All staff must have a current qualification in First Aid and Safeguarding Children.

Staff absence

It is inevitable that staff will on occasions be absent from school, whether through sickness or through a planned absence (e.g. an agreed day off or a training course). It is essential that when this happens, the required ratios as outlined in the Supervision of Children Policy are still kept. This may be achieved by covering the absence internally. However, where this is not possible, the school will arrange for the appropriate cover to be found externally.

Performance Management

The Early Years Team liaise with the Head of Pre-Prep and the EYFS Co-ordinator on a regular basis in order to improve their personal effectiveness. Performance Management cycles begin in the Advent Term and staff will be advised of their designated Team Leader. Generally performance management for the EYs Team is carried out by the Head of Pre-Prep/EYFS Co-ordinator in consultation with the Headmaster. The Head of Pre-Prep's performance management is carried out by the Headmaster. Any issues raised during the performance management cycle are duly examined and approached.

Work Experience in the EYFS

Where appropriate permission has been granted by the Headmaster, Work Experience students may spend time in the EYFS. These students will be required to read the core policies and must be supervised at all times when with children. They will receive an induction talk and will be asked to sign a booklet outlining safeguarding and health and safety procedures.

Staff Meetings in the EYFS

EYFS Staff members meet regularly to plan future learning and discuss children's progress. Supervision Meetings are also an opportunity to discuss any problems or issues that members of staff may have, and begin to resolve these.

Early Years meetings take place weekly on a Wednesday after school.

Reception Teachers meet once a week to evaluate the week's teaching and learning, and discuss plans and activities for the following week.

Dealing with issues in the EYFS: Within the school day, there is an open door policy so that staff can communicate immediately with the relevant member of staff on any issue as it arises. Supervision Meetings are held frequently to identify and resolve issues as they arise.

If there are sudden serious issues, the Head of Pre-Prep will be informed immediately.

SEND matters are referred to the SENDCo - A.Underwood

Child Protection matters are referred directly to the Head of Pre-Prep for EYFS or to The Designated Safeguarding Officer.

One- to-One Supervision

EYFS Team members are actively encouraged to speak with the Head of Pre-Prep/ EYFS Co-ordinator regarding any concerns at any time.

Staff will meet with the EYFS Co-ordinator at least once a term to discuss key areas such as performance, workload, Safeguarding, Health and Safety and HR Issues. EYFS Team members can raise any concerns or worries at this meeting and they will be discussed fully. During this meeting a 'One to One' Supervision Record will be completed. Actions will be recorded and followed up accordingly. EYFS Team members can request a meeting of this nature at any time.

Applies to:

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related policies:

EYFS, Performance management Policy, Performance Management, CPD

Availability:

This Policy is available to parents on the website www.stbernardsprep.org or a copy can be requested from the school office.

Monitoring and Review

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____