

2.1 Employment

(Including suitability, contingency plans, training and development)

Policy statement

We meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage ensuring that our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

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 (or lack of), 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 the Disclosure and Barring Service (DBS) for staff and volunteers 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. An offer of employment is made subject to the receipt of two satisfactory references and a suitable enhanced DBS check.
- We keep all records relating to employment of current staff and volunteers, in particular those demonstrating that satisfactory references have been given and checks have been done, including the date and number of the enhanced DBS check. Crick Primary School (as our landlord) has a record of the Pre-School staff and committee's DBS disclosures.
- DBS checks will be carried out every 3 years during employment. Once a DBS certificate has been applied for, we encourage staff to sign up the DBS update service. DBS certificate status checks will then be undertaken (with the employee's permission) every 3 months (September, December, March and June) to see if any new information has come to light since its issue. DBS checks will be carried out every 3 years, if the employee does not sign up to the update service.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before or at any time during their employment with us. Opportunity for disclosure is given when filling out a job application form, at interview and during staff supervision.

Disqualification

- Where we become aware of any relevant information which may lead to the disqualification of an employee e.g. inclusion on the Disclosure and Barring Service (DBS) Children's Barred List, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us may be terminated; we will follow our disciplinary process and policy (2.3) guidelines.
- A provider must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event. If a registered person or childcare worker is disqualified they may, in some circumstances, be able to obtain a 'waiver' from Ofsted. The information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.

Training and staff development

- Our setting manager and deputy (as a minimum) hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification. As best practice, we aim to employ staff qualified to Level 3 (or working towards it) or equivalent, with the Manager qualified to Level 5.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance, Northamptonshire County Council and external agencies.
- Our setting budget allocates resources to training and development.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and annual appraisals.
- 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.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.

- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children they will not be allowed to work directly with the children and further action will be taken. This is in line with our Disciplinary Policy and Procedure (2.3).

Managing staff absences and contingency plans for emergencies

- 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 manager and Committee Chairperson with sufficient notice, so that ratios are not compromised.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with their contract of employment and our Sickness and Absence Management Policy (2.7).
- We have contingency plans to cover staff absences, as follows:

We aim to have a list of bank staff with flexible contracts, who are DBS checked. A recruitment agency will be used to provide cover if bank staff employees are unable to.

This policy was adopted at a meeting of

Crick Pre-School

Held on

15th November 2017

Date to be reviewed

November 2018

Signed on behalf of the management committee



Name of signatory

Amy Ellis

Role of signatory (e.g. chair/owner)

Chair

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)