

# Suitable People

## Employment

(Including suitability, contingency plans, training and development)



## Policy statement

We provide a staffing ratio 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 & Barring Service 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, 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 Disclosure & Barring Service check through the Disclosure & Barring Service 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.
- 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.
- 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 any time during, their employment with us.
- We practice 'Safer Recruitment' and comply with recruitment procedures as set out in the South West Child Protection Procedure and Safer Recruitment Guidance.

### *Disqualification*

- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of the children. In the event of disqualification that person's employment with us will be terminated.

### *Changes to staff*

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

### *Training and staff development*

- Our setting leader holds the relevant Level 3 qualification and a minimum of half of our staff hold the relevant Level 3 qualification or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our setting budget allocates resources to training.
- 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 appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

### *Staff medications/substances*

- If a member of staff is taking any medications we will seek medical advice to confirm this does not compromise their ability to work with the children.
- Staff medications on the premises will be stored securely and kept out of the reach of the children at all times.
- If we have reason to believe a member of staff is under the influence of drugs, alcohol, or any other substance they would be asked to leave pending further action.

### *Managing staff absences and contingency plans for emergencies*

- In term time only settings, 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 supervisor and committee with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. (Refer to Staff Absence Policy for procedures).

- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- Where staff require unauthorised absence, requests are to be put in writing to the Committee, 2 weeks prior to the required date(s). The Committee will make their decision on the basis whether cover can be obtained and that it is within the legal requirements laid down in the Preschool Learning Alliance Statutory Framework for the EYFS (2014) which every Staff member and Committee member have read.
- Our contingency plan, if most/all staff are unable to get to work due to weather conditions/ illness are:
  - To use members of the committee as staff
  - To use bank staff
 Failing this we would have no alternative but to close the preschool.

**Guidance**

- Guidance for Safer Working Practices for Adults who work with Children & Young People in Education Settings (2009)
- Safeguarding Children & Safer Recruitment in Education (2007)
- Children’s Act 2004 Section II

**Other useful Pre-school Learning Alliance publications**

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

**Authorisation & Review**

This policy was adopted at a meeting of	Wroughton Preschool
Held on	_____
Date to be reviewed	Yearly at AGM
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	Chairperson