

## Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.



## Employment

### Policy Statement:

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage ensuring that our staff and volunteers 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 disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to the employment of our staff and volunteers, in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- We require that all our staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of the employment with us.
- 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. This question is asked as part of staff 1-1's Supervision Meetings.

- We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us.
- All new staff are required to produce documentation that confirms they have the right to work in the UK.
- All permanent appointments will be subject to a six month probationary period and will be confirmed only if the pre-school (inclusive of the Management) is confident that the applicant can be safely entrusted with the children.

### ***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 children. In the event of disqualification, that person's employment with us will be terminated.

### ***Notifying Ofsted of changes***

- We inform Ofsted of any changes to our Registered Person, Trustees/Directors of our provision and our Manager.

### ***Training and staff development***

- Our Pre-Manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training is provided to all our staff - whether paid staff or volunteers - through the Early Years Alliance, Essex County Council and external agencies.
- Our setting budget allocates resources to training.
- Our Pre-School supports continual professional development. Staff are encouraged to identify training they would like to apply for.
- We provide staff with induction training in the first week of their 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 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.

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

- Staff that 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 Management 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. Sick leave is monitored, and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences.

#### **STAFF SICKNESS**

- Notification of absence from work due to illness or injury should be made on the first day you will be absent from work, **by telephone call** by 7.30am to the Pre-School Manager/Deputy Manager or of the Pre-School Trustee (As stated in the Employers Contract of Employment)
- The Pre-School Manager or appropriate member of the Pre-School Management should be kept informed of progress and the likely day of return to work expected (As stated in the Employers Contract of Employment).
- If absent for more than a working week, a doctor's certificate should be obtained and an agreement put in place of how regularly you should update the Pre-School Manager/Deputy or Trustee thereafter.
- Statutory Sick Pay will operate where appropriate.
  
- Should a staff member fall ill during a session, which affects staffing ratios, relief staff will be contacted to cover absence. (Details kept in Staff Information and Qualifications Folder).
- If relief staff cannot cover absence, the Pre-School Trustees or appropriate member of the Pre-School will be informed.
- Appropriate measures will be made to contact parents to take children home if Pre-School cannot meet staffing ratios.

This policy was adopted at a meeting of Langham Pre-School held on 1<sup>st</sup> June 2020

Signed on behalf of the Management:-

----- *Trustee Faye Mallett*

Date 01/06/2020

----- *Manager Maria Bukovenczki*

Date 01/06/2020

Date to be reviewed: **May 2021**

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

- The New Early Years Employee Handbook (2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)