

Safeguarding and Welfare Requirement: Suitable People

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

2.1 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 our staff have job descriptions, which set out their 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 us 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 their employment with us.
- Our 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.

- 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.
- 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 our provision) and/or our manager.

Training and staff development

- Our manager and assistant manager hold the CACHE Level 5 Diploma for the Children and Young People's Workforce and at least half of our other staff members 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 to all our staff - whether paid staff or volunteers - through Central Bedfordshire council, the Pre-school Learning Alliance and external agencies.
- Our budget allocates resources to training.
- We provide our 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 are 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. Our 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 our 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 and clocking in/out machine

- Our staff take some of their holiday breaks when the setting is closed, see staff handbooks for compulsory leave dates.
- No leave will be authorised during September, the first week of the winter term and the last week of the summer term, unless special circumstances arise and authorisation will be at the management team discretion. Please see staff handbook.

- Staff are allowed to take remaining leave entitlement during term time with the agreement of the setting manager as follows:
 - Staff to complete a holiday request form and hand it to the manager before booking a holiday during term time.
 - The holiday request form will be returned to the member of staff detailing if the leave has been approved.
 - Please look at the staff holiday planner before handing in your holiday request form to check if the date/s are available.
 - Until a holiday request has been added to the staff holiday planner, the dates will still be open for other members of staff to book.
 - Where possible staff are to give at least one month's notice when booking any leave.
 - It is only permitted to book one holiday per term.
 - Once time off has been booked, all further requests for those dates will be denied.
 - Leave taken during term time which is not within their remaining annual leave is unpaid. This leave will be at the discretion of the management team. Please see staff employee handbook.
 - Any new members of staff will need to complete six months employment before being entitled to take any leave, which will be worked out pro-rata.
 - Any holidays already booked before commencement of employment will be honoured.
 - Any unauthorised absences will result in disciplinary action and could result in dismissal.
- Staff clock in and out daily using the fingerprint machine in the entrance hall, this information is accessed by payroll and the manager. The information is also used in the event of an emergency.
- Our manager organises our staff annual leave so that ratios are not compromised.
- Where our 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 individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:

Should a member of staff be unable to work their early morning session, they ring the setting manager before 7.30am to inform her, who then arranges cover. If the member of staff is unable to work a later shift, they ring the office at 7.30am and the session leader arranges cover.

Wraparound care

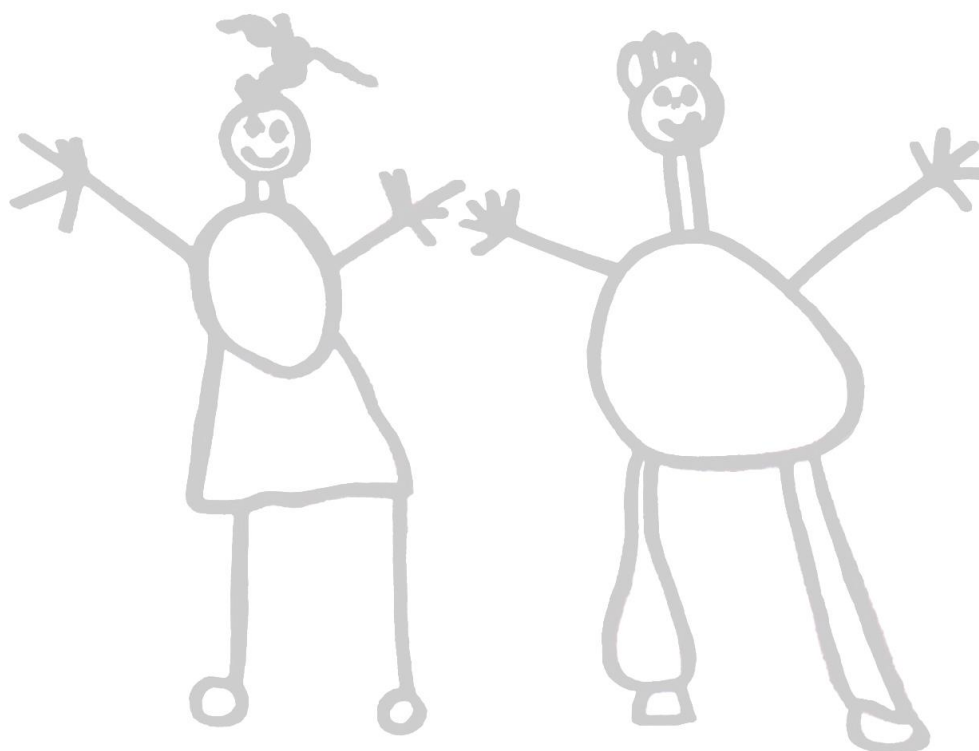
The above policy also applies to those who attend any of the wraparound sessions provided by Pippin Pre-School.

Other useful Pre-school Learning Alliance publications

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

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