

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that all committee members are suitable to fulfil their roles and responsibilities.

2.7 Committee

Policy statement

Full committee members are referred to as trustees, they are a group of people who ensure that we fulfil all our legal obligations and that we operate efficiently and according to our constitution and Ofsted requirements. We also have a sub fundraising committee that are responsible for fundraising and helping at events. The sub fundraising committee are not required to complete the process of obtaining a DBS or being a trustee of Pippin.

Procedures

Full committee members/trustees are committed to:

- Complete a DBS/EY2 process. An individual must apply for and complete the process of obtaining a DBS, Update service and EY2 within 8 weeks after committing to become a full committee member at the annual AGM. If the process is not completed within the 8 weeks the individual will not be able to stand as a full committee member/trustee.
- A financial check may be carried out as part of the procedure in becoming a trustee (anyone who has previously had a CCJ or IVA may not be eligible to become a trustee).
- Ensuring an AGM is held annually.
- Working with the Management team to ensure that the legal requirements and childcare arrangements have suitable aims and objectives.
- Ensuring robust business and employment practices are in place and followed, that legal business and employment obligations are met.
- Ensure actions are taken to consider the sustainability and viability of the setting.
- Ensure the setting has adequate funds to meet financial obligations.
- Ensure income meets expenditure, that accurate financial records/budgets are kept.
- Aim to hold funds in reserve.
- Ensuring Safeguarding and Welfare requirements within the Early Years Statutory Framework are met, which includes safeguarding children, safe recruitment, induction, supervision and staff training and development.
- Ensure Ofsted are notified of any changes to the setting, including changes to the committee and management.
- Support and guide the day to day running of the setting.

- Hold regular supervision meetings with the manager, ensure the manager is having regular supervision meetings with members of staff.
- Hold an annual appraisal along with the assistant manager for the current manager.
- Appoint a nominated individual who will act on behalf of Pippin in its dealings with Ofsted – this named individual is Sharon Goddon – Manager.
- Ensuring organisational issues are dealt with efficiently at regular meetings.
- Appoint a Chairperson, a Secretary and a Treasurer. Employ a finance officer.
- Liaise with and support the sub fundraising committee.
- Keep all information obtained about the setting, staff, parents, children confidential and follow the settings policies.

Sub fundraising committee are committed to:

- Hold regular meetings to organise fundraising events.
- Helping at events
- Liaise with the Chair and Vice Chair of the full committee
- Liaise with the Finance Officer regarding floats and expenditures (keep all receipts and record of monies accrued).
- Hand monies accrued at fundraising events to the Finance Officer within 1 week of an event happening.

All committee members must have a child currently attending either the pre-school sessions, wraparound care or holiday club sessions.

Useful Pre-school Learning Alliance publications

- Pippin Employee Handbook (2012)
- Recruiting and Managing Employees (2011)
- Pippin Pre-School constitution

Pre-School

Registered Charity No. 1028855