

EMPLOYMENT POLICY

(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. This is done in the following ways:

The Person in Charge

Longwick Pre-school will ensure that the person in charge of the setting (Manager):

- Has a minimum full and relevant level three qualification (as defined by the children's workforce development Council).
- Has at least 2 years' experience of working in an Early Years setting or has at least 2 years other suitable experience.
- Has a current paediatric first aid certificate and updated Safeguarding children training for the Designated Officer.
- There will be a named Deputy Manager, who is qualified to take charge in the manager's absence.

Safer Recruitment Procedures-

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We follow the guidance on safer recruitment and conduct a thorough interview process which includes checking applicants ID (photo and verifying process), right to work in the UK, qualification certificates, and we obtain a minimum of two references.
- Applicants are asked to attend a trial hands-on session prior to starting employment, and we will arrange a children's panel where possible. This to further check for suitability in their role.
- All staff have job descriptions, which set out their roles and responsibilities.
- All appointments will be subject to a six month probationary period. The appointment, which will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children. During this probationary period a person may be dismissed at any time if the pre-school feels that the person is not suitable to work with children.
- Regular meetings are held with all employees during the probationary period so that any areas of concern can be identified and support given to overcome and adapt to the roles and responsibilities of the position.
- Appointments are subject to the employee having sufficient understanding and use of the English language to ensure the wellbeing of the children in their care i.e. being able to liaise with outside agencies, keep records, summon emergency help, and understand instructions detailed on medicinal products and food packaging.

- 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 use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and 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 Disclosure and Barring Service 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 at any time during their employment with us. Following employment, regular suitability checks are made during half termly supervisory meetings and staff sign a daily disclosure that their circumstances have not changed (by signing in on the register).

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. We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern; we would inform Ofsted and the Disclosure and Barring Service.

Changes to Staff & Committee

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

Induction Training

Induction training will be provided for new practitioners and students to help them understand how the provision operates and their role within it.

Induction training will include the following:

- Tour of the building and grounds which includes, introductions, locations of toilets, kitchen and office.
- The Line Management structure and who is accountable to whom.
- The name of the Deputy Manager and Designated First Aiders, SENDCo and the person responsible for Behaviour Management and Safeguarding children.
- Emergency procedures including the fire drill & emergency evacuation; handover of children; safeguarding and child protection and health and safety issues.

- Reading and signing of all policies, procedures and risk assessments.
- Organisation Rules including personal conduct & behaviour, Equality of Opportunity Policy, dress code, the use of internet, email, telephones, (including mobile phones) the use of cameras, data protection, confidentiality and whistle blowing.
- Terms & Conditions of employment including pay, holiday entitlement absence reporting procedures, grievance & disciplinary procedures.
- Key person responsibilities including record keeping (where applicable).

Training and Staff Development

- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance (Educare) and external agencies. Our setting budget allocates resources to training.
- We support the work of our staff by holding regular supervision meetings, staff 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

- As a term time only setting, our staff take most of 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 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.
- If a staff member calls in sick and is unable to work and we were therefore not within ratio, we would phone a staff member who does not normally work this session. Staff members own children are not allowed on the premises during cover unless they are fully well and the Pre-school Manager has agreed to this.
- All training courses are booked in advance and staff would have arranged cover so that ratios are not affected. Induction training will be provided for new practitioners and students to help them understand how the provision operates and their role within it.

Date Policy Implemented *October 2017*

Signed *A Barter*

Name and Role *Alex Barter, Committee Management Chair*

Date of Last Review *November 2023*

Date of Next Review *November 2024*