



## Safeguarding and Welfare Requirement: Suitable People

### 2.1 Employment

(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 Criminal Records Bureau 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 the children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal record 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 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 employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date of issue, name, type of DBS check and unique reference number from DBS certificate.

- 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.

### *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.
- From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children. For childminders and childcare provided from domestic settings they will be required to notify if anyone in their household has any relevant convictions, court orders or reprimands or had registration refused or cancelled in relation to childcare provision or have had certain Orders made in relation to the care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31 August 2018.

### *Changes to staff*

- We inform Ofsted of any changes in the person responsible for our setting (trustees and/or our manager.)

### **Safer recruitment procedures**

- The settings commitment to safeguarding is referenced in all documents.
- The recruitment process allows time for contacting referees and collecting references.
- Adverts state that the applicant will be required to have a DBS check and applicants are informed of their safeguarding responsibilities.
- Applicants should be advised that there is a code of conduct for all staff which applicants must adhere to.

### **Applications**

- Applications state that the post is exempt from the Rehabilitation of Offenders Act 1974
- References should be taken up prior to interview and employers may be contacted to verify information and seek information about any disciplinary procedures relating to child protection. References should be given direct from the referees, not from the candidate. At least two references should be provided on a standard pro forma. At least one of these should be from a current employer.
- Application forms should be reviewed by at least 2 people to check information is consistent and complete and look for gaps in employment or safeguarding concerns
- At least one person on the shortlisting panel should have completed Safer Recruitment training within the last 5 years.

- Structured interview questions should be agreed before the interview.

#### Offer of appointment

- When an offer is made it is on the condition that all pre-employment checks are completed including DBS

#### *Training and staff development*

- Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent, or higher, 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 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 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*

- 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 discussed with the Manager, with sufficient notice, and may be agreed in exceptional circumstances, as per contracts of employment.
- 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, as follows:

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Management Committee members are all suitably checked and may be called upon to be included in staff ratios.

South Cerney Pre-school

This policy was adopted at a meeting of	Playgroup	<i>(name of provider)</i>
Held on	9 <sup>th</sup> May 2019	<i>(date)</i>
Date to be reviewed	9 <sup>th</sup> May 2020	<i>(date)</i>

Signed on behalf of the provider

Name of signatory

Claire Ryall

Role of signatory (e.g. chair, director or owner)

Chairperson

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

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