



Safeguarding and Welfare Requirement: Suitable People

2.1 Employment

(Including vetting, contingency plans, training and development)

Policy statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau CRB/DBS in accordance with statutory requirements. We feel that it is important to recruit staff with relevant qualifications or who are willing to access training to achieve a good understanding of child development, education and their needs. We ensure safer/robust recruitment and selection procedures that deter unsuitable people from applying to them and help ensure that such people are selected out before they work with children.

Procedures

Ratios

- To meet this aim we use the following ratios of adult to children:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three to seven years of age: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Vetting and staff selection

- All our staff have job descriptions, which set out their roles and responsibilities.

- 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.

Recruitment procedure

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- When recruiting, an advert is placed in the local press and local shops to include our commitment to safer recruitment.
- We offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection, welcoming applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. In the interests of equal

opportunities, all candidates are required to fill out the same application form. On application candidates will receive application form and information including:

- A job description and person specification
 - A copy of our Equal Opportunities Policy
 - A copy of our Safeguarding and Child Protection Policy
 - Information about the grade and type of post applied for
 - The various checks we carry out for safeguarding purposes
 - Information about the recruitment process
 - An application form and self-disclosure form
 - A contact name and number and the closing date for applications.
- The committee chairperson and supervisors will review all applications.
 - Suitable candidates will be contacted by telephone and letter, with an offer of an interview and asking that candidates to bring the following information to the interview:
 - At least two ID's, one of which must include a photo of applicant
 - All relevant, original childcare certificates - copies will be made, and check will be carried out with institution that awarded the qualification
 - Suitable candidates will be invited to spend a morning in the preschool, carrying out a suitable activity for the children that they have planned and prepared and will be invited back for interview.
 - The interview panel will have at least one committee member and two supervisors.
 - During the interview the candidate will be informed of the pre-schools aims, background and potential salary. A standard set of questions will be asked. These will include child protection, confidentiality, knowledge of EYFS curriculum and welfare standards and practical experience. All candidates will have the opportunity to ask any questions. They will be asked about the notification period to current employers.
 - After the interviews and visits have been conducted the chair person and supervisors will hold a meeting to discuss the candidates' suitability for the post. Once a decision has been made unsuccessful candidates will be informed by letter.
 - Successful candidates will be contacted by telephone and offered the role subject to a probationary period of three months. This will be followed with a letter detailing the offer and asking for a letter of acceptance.
 - Once we have received written acceptance the following will be obtained
 - Enhanced disclosure (CRB/DBS)
 - Two references, one from previous employer

- Health declaration
- Work permit if required
- All checks will be completed before the new member of staff can commence their duties at Sennen Pre-school.
- A contract of employment will be issued to the new member of staff, which must be signed and returned to the manager or chairperson.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person our provision and our manager.

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 qualification 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 - and access further training through 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

- Our staff take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our manager with sufficient notice.
- 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: we have part-time staff members to cover staff absences.

This policy was adopted by	Sennen and Land's End Pre-school
On	
Date to be reviewed	
Name of signatory	
Role of signatory	