

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

(Including suitability, contingency plans, training and development)

Policy statement

At Pear Tree Nursery 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 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 use Ofsted guidance on obtaining references and DBS checks through the Disclosure Barring Service for staff 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.
- Volunteers and students will never be left alone with children, and will always be supervised by a member of staff.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date gained, who obtained it, DBS number and awarding body from the DBS 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.
- Staff are expected to state whether anyone who lives in the same residence as themselves have been disqualified from working with children by filling in a 'disqualification by association' form
- We encourage staff to join the DBS update service so we can keep track of any convictions, cautions, court orders or reprimands that have occurred during their employment. We will only ever use this service with written permission from the staff member and used during appraisal/supervision meetings.

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.

Changes to staff

- We inform Ofsted of any changes in the persons responsible for our setting e.g. trustees and manager.

Training and staff development

- All staff hold a Level 3 qualification in childcare. From September 2018 we will be having a new apprentice who will be working towards her level 3 in childcare.
- All new staff will be provided with First Aid training within the first 3 months of employment, and this is before they will have unsupervised access to the children.
- We provide regular training to all staff - whether full time or apprentices - through NDNA, Children's services and other external agencies, reading material such as articles from Nursery world or the NDNA magazine. Staff are responsible for keeping CPD files up to date.
- 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. The childcare manager will regularly check with the staff member at supervision meetings if there are any changes to medication.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times. Staff will fill out a medication form and this will be kept in their personal file.
- 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

- At Pear Tree Nursery the manager organises staff annual leave so that ratios are not compromised. Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Where staff need to take time off from work, other than sick leave or training this is agreed with the manager with minimum of two weeks notice.
- 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:

1. Reorganise staff internally to cover
2. Deploy management staff to cover absence
3. Engage existing part time staff to cover
4. Engage casual members of staff to cover
5. If no staff available to cover then parents would be called to refrain from bringing children in.

This policy was adopted at a meeting of	Pear Tree Nursery	<i>(name of provider)</i>
Held on	14.8.18	<i>(date)</i>
Date to be reviewed	14.8.19	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Other useful Pre-school Learning Alliance publications

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