

Coniston Early Years Centre Policy Document

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their role.

Coniston Early
Years Centre



High Quality Care for All Children
A Firm Foundation for Education

2.1 Employment (including suitability, contingency plans, training and development.)

Policy Statement.

Coniston Early Years Centre meets 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 DBS checks 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 enhanced DBS Checks through a recognised DBS 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 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.

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 to the person responsible for our setting.

Training and staff development.

- The pre school leader has a degree in Early Years Education and holds EYP status, our deputy has a Level 3 qualification in Early Years Care and Education and at least 90% of the remaining staff hold a level 3 or higher qualification.
- We provide when necessary and when available regular in house training for all of our staff, both paid and volunteers through external agencies and local authority providers.
- Our setting budget allocates resources to training.
- We provide all new staff with an induction during the first three months of their employment. This induction includes our Health and Safety policy and Safeguarding Children and Child Protection policy. All other policies and procedures are introduced within the induction programme.
- We aim where possible to provide new staff with a buddy (a senior member of staff) who can help and guide them in their first year of employment.
- 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 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. The designated storage place is the locked medical cabinet in the staff toilet.
- 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 staff are required to 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 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 as soon as is possible but as we operate over the required ratio this is not always necessary. In such circumstances we are also able to use the Managers ratio of 1:13.
- Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.
- In unprecedented times such as a Pandemic when large numbers of staff could be affected by illness meaning we would be unable to find sufficient numbers of staff/volunteers to cover sick staff we would have to put into place special measures. If this situation arises we will limit the numbers of children allowed into pre school, we would have to determine entrance by need, taking into account parents occupation and if they are a critical worker, children who are vulnerable and so on and so forth.
- We have contingency plans to cover staff absences as follows:

Where possible we use our committee members to cover staff absence as they hold DBS checks for the setting and are familiar with the children and pre school routines. If no committee members are able to help we ask parents to volunteer if they are able to do so. We try wherever possible to have sufficient numbers of staff to enable us to cope with a member of staff being absent these contingency plans apply to the extreme situations such as adverse weather conditions or large scale staff sickness, and in Pandemic situations.

Other useful Pre-school Learning Alliance publications

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