



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

2.1 Employment, Staff recruitment and retention

Policy statement

The pre-school meets the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our practitioners and volunteers are appropriately qualified; we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Vetting and practitioner selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for practitioner recruitment and selection.
- All our practitioners have job descriptions, which set out their 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 our practitioners 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 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 practitioners 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.
- Our practitioners 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.
- 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.

Notifying Ofsted of changes

We inform Ofsted of any changes to our Registered Person. Susan Michel is our Registered Person.

Training and practitioner development

- Our manager, supervisor and 3 practitioners hold the CACHE Level 3 Diploma or an equivalent qualification.
- We provide in-service training to all our practitioners - whether paid or volunteers.
- Our budget allocates resources to training.
- We provide our practitioners 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 including Data Protection guidelines 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 practitioners in accordance with all relevant legislation and best practice.

Practitioners taking medication/other substances

- If a practitioner is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Our practitioners 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.
- If we have reason to believe a practitioner 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 Practitioners absences and contingency plans for emergencies

- Our practitioners take their holiday breaks when the pre-school is closed. Further unpaid holidays can be requested during term time as long as ratios are not compromised, this is at the Managers discretion.
- Where our practitioners are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave and time off is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
- Practitioners cover in emergency's for others and we have bank staff we can call on.

Policy adopted on 28/12/15.

Updated 15/12/17 Amended 28/5/18

Signed on behalf of Bagshot Pre-school

Susan Michel

Role within the Pre-school

Manager

