



Employment

Policy statement

At Little Squirts we meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Our intention

It is our intention to promote non discriminatory practice throughout the setting towards all employees and volunteers whilst ensuring the safeguarding of all children.

How we implement this

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our staff 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 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 ensure 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.

Notifying Ofsted of changes

We inform Ofsted of any changes to our Registered Person (director(s)/owner(s) provision) and our manager.

Training and staff development

Our Manager holds a Foundation Degree and our Deputy and most of the other Staff are Level 3. A list of all practitioners qualifications is displayed in both the Turtle room and the Terrapin room. This also clearly states which members of staff are Safeguarding officers and First Aiders.

We provide regular in-service training to all our staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and Central Beds. Our budget allocates resources to training which allows for hiring apprentices as well as classroom based training and online courses for our staff.

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 expected to be read and understood by an employees 3 month review.

We support the work of our staff by holding regular supervision meetings and appraisals, however we encourage an open an honest working environment and all members of staff are encouraged to discuss any concerns, ideas or needs as they arise. All staff actively contribute to the planning and procedures within the setting.

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 throughout the year and must plan this in a timely manner to allow enough time to arrange cover. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with the owner, Vera, 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 by employing bank staff especially to cover as well as having a strong team that will cover each other as needed and if able to do so.

This policy was adopted by Little Squirts Preschool on 29th July 2019 (review date 1st July 2020)

Signed.....

Name.....

Role.....