



**General Welfare Requirement: Suitable People**

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

**Employment**

**Safe Recruitment, Employment and Staffing**

(Including vetting, contingency plans, training and development)

**Policy statement**

Our staff/long term volunteers and directors are vetted for suitability to work with children. We maintain appropriate ratios in line with EYFS (2014) and employ where possible, appropriately qualified staff (qualifications checked using - <http://www.education.gov.uk/help/contactus/ta>) Our suitability checks (DBS) for staff and long term volunteers are done through Capita Vetting Recruitment Service, by the manager, in accordance with statutory requirements. All Directors complete an EY2 form and checked for suitability, by Ofsted.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

**Procedures**

**Ratios**

- To meet this aim we use the following ratios of staff to children:
  - children aged two years of age: 1 adult : 4 children; (with 1 staff min level 3 and at least half of other staff level 2)
  - children aged three to five years of age: 1 adult : 8 children (with 1 staff min level 3 and at least half of other staff level 2).
- **NB: In our setting we have staff with QTS , who could if required operate a ratio of 1:13 with 3 year olds and above (with at least another member of staff with level 3), however we prefer to ratio 1:4 (2 year olds) and 1:8 (3 year and above).**
- A minimum of two staff are on duty at any one time and at least one will hold a FA certificate..
- Children must usually be within sight **and** hearing of staff and always within sight **or** hearing
- Our key person system ensures that each child has a named member of staff with whom to form a relationship and who is the main point of contact for parents and carers.
- We hold regular staff meetings to self-evaluate our practice, discuss children's progress and for in house training.

### Safe recruitment:

- To ensure that children in our care are looked after by suitable people, we have robust, safe recruitment procedures in place. To this aim, we ensure that:
- Our adverts state that DBS checks will be required for the role
- Our adverts state clearly that positions are exempt from the Rehabilitation Offenders Act 1974
- We always use \*application forms not CV's
- A minimum of two people check application forms carefully with special note to gaps between employment to be further investigate at interview.
- We always take up references by telephone
- We check ID – passport, proof of address, driving license etc
- Early Years Qualifications are checked and a copy is kept on file
- \*We carry out enhanced DBS checks via CAPITA before the applicant starts
- Interviews are face to face
- All staff are required to complete a "Suitability to Work with Children" form which is checked by the Manager and is completed annually
- All staff are required to undergo an induction period of three months
- All directors are required to notify and register with Ofsted via an EY2 form, which includes a DBS check. Directors cannot serve as a director until the Nominated Person has received a letter of suitability from Ofsted. Directors are also required to notify and register with Charity Commission and Companies House.
- \*Students over the age of 16 on placement from a college/university that are with us for more than two weeks, will be DBS checked, as we deem this to be a long term placement. Students on work experience aged 16 or over from local schools/colleges, who are with us for less than two weeks, will not have a DBS check, however their school/college must vouch for their suitability to be with young children and will be supervised by a member of staff at all times. All students will be given an induction.

### General:

- 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 marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- All staff are issued with a permanent contract (apart from Bank Staff who work on a zero hours contract). Staff are also issued with an Employees Handbook, so that they are clear on our

expectations and how they can be supported in their role. Staff are required to sign to indicate that they have read and understood the contents of the handbook.

- All staff complete a 3 month induction period to ensure that they are fully suitable and have the correct aptitude for working with young children.
- We keep all records relating to employment of staff, volunteers and directors.

### **Disqualification:**

If we become aware of relevant information which may lead to the disqualification of an employee or in the event of disqualification, we will take action to ensure the safety of the children. We will contact the SPOA (Single Point of Advice) to discuss any incidents relating to staff suitability. We will also advise Ofsted with the following; details of any order, determination, conviction or other ground for disqualification from registration. The date of the order, determination or conviction, or the date when the other ground for disqualification arose. The body or court which made the order, determination or conviction and the sentence (if any) imposed. A certified copy of the relevant order (in relation to an order or conviction). The information must be provided to Ofsted at the latest within **14** days of the date we became aware of any information or ought reasonably to have become aware of it, if we had made reasonable enquiries.

### **Changes to staff**

- We inform Ofsted of any changes in the person responsible for our setting – the manager or Nominated Person.

### **Training and staff development**

- Our Supervisor, Fiona Wilson, who has overall responsibility for the, staff and children holds The Safeguarding Lead and a Level 3 early Years qualification. We ensure that at least 50% of remaining staff who work with the children hold appropriate early years qualifications, ranging from level 3 to level 6.
- Our Office Manager, Liz Burnett is currently undertaking Level 3 Early Years Educator.
- We have a further 2 Safeguarding Leads, Liz Chittenden and Emily Barton.
- We have a named deputy Liz Chittenden, who is capable and qualified to take charge in the Supervisors absence.
- We have two members of staff currently studying towards gaining an EYP status.
- The Supervisor and Office Manager holds regular supervision meetings with staff and actively promotes professional development.
- We use the Pre School Learning Alliance Educare website, as well as East Sussex County Council Training portal and any other relevant training organisations in order to keep our staff up to date with their in-house training.
- We are committed to recruiting, and supporting 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**

- As we are open 38 weeks of the year, staff take their holiday breaks when the setting is closed. Or they can take up to 5 days within an academic year with agreement from Manager/supervisor, No more than 1 member of staff is off at the same time. They are responsible for organising suitable cover. Where staff may need to take time off for any reasons, this is agreed with the Office Manager/Supervisor with sufficient notice, so that suitable cover can be arranged.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.

All staff have a copy of the staffing rota with staff telephone numbers so that they can contact each other for cover. If they are unable to find cover, they will call the manager/supervisor who will make alternative arrangements.

We have a bank member of staff.

This Policy was reviewed by	Supervisor – Fiona Wilson
Adopted by	Rotherfield Pre-School Staff and Directors
Read and agreed by	
Date	January 2018
Review Date	January 2019