

Employment

Safeguarding and Welfare Requirement: Suitable People

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

(Including vetting, contingency plans, training and development)

EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn.

http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf.

A Unique Child – 1.3 Keeping safe

Positive Relationships – 2.4 Key person

Enabling environments – 3.4 The wider context

Policy statement:

Pre-school ensures that the adults providing day care in our setting are suitable to do so by ensuring that: All applicants for positions within Pre-school, whether voluntary or paid, are interviewed before an appointment is made. They must submit a full employment history, qualifications gained or working towards and the name of at least one referee. All references are followed up. An enhanced Disclosure and Barring check (DBS) is carried out for all new staff and regular volunteers. No member of staff or volunteer is left alone with children, nor are they allowed to undertake toileting duties, unless Preschool is in receipt of their Enhanced Criminal Record Certificate. A record of DBS Disclosures is displayed in the office. All staff, volunteers and students MUST declare any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

We provide a staffing ratio in line with the Safeguarding and Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

Procedures

Training and Staff Qualifications

At Yaxley & Mellis Pre-school we will make sure that all staff have detailed job descriptions and that their qualifications are relevant to their post. Ongoing training is undertaken by all staff to keep up-to-date with latest good practice.

We will ensure that:

Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the providers' equality policy and health and safety issues. We have appropriate arrangements in place for the supervision of staff that have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision fosters a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

- Our Team Leader has a Level 5 Early Years & Leadership Foundation Degree and a Level 1 qualification in Forest School.

- Our Named Deputy has a Level 5 Diploma in Leadership for Young Children & Young Peoples Workforce Early Years.
- Our setting Admin Manager/Ofsted Representative has a Level 5 Early Years Foundation Degree
- Four of our Pre-School Assistants are qualified to a minimum of Level 3 in Childcare and Education.
- We have four Special Educational Needs trained members of staff.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Local Authority and external agencies.
- Our setting budget allocates resources to training.
- Records of staff training and qualifications are kept in our CPD folder and the staff's own professional development file's
- Staff training will be looked at termly to ensure continuing professional development.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety and Child Protection Policies. Other policies and procedures will be introduced within an induction plan. Our Induction is on going process for up to six months
- We support the work of our staff by holding regular supervision meetings and appraisals.

Terms and conditions

The pre-school is committed to promoting family friendly employment practices to help staff balance work and family commitments. The pre-school will make every effort to be flexible with staff and to promote harmonious working relations, through trade unions and other organisations. The pre-school will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.

In return, the pre-school expects honesty, loyalty and diligence from its staff.

All staff will have written employment contracts, including rates and levels of pay and other terms and conditions, which are the responsibility of the Management Committee.

Members of staff will ensure that their dress and personal appearance are appropriate for working with children and have an awareness of health and safety issues.

Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.

Members of staff are expected to display both knowledge and understanding of multi-cultural issues and inclusion, and a commitment to treating all children as individuals and with equal concern and respect.

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 are committed to recruiting, appointing and employing the best available staff in accordance with all relevant legislation and best practice.

- 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.
- 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 require all our staff and volunteers to 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 will 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 Nominated Registered Person

Changes to staff

- We inform the parents, of any staff changes.

Managing staff absences and contingency plans for emergencies

- Our staff take their holiday breaks when the pre-school is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the by Committee Chair with sufficient notice. Should the Team leader need to do this they will arrange staff cover and inform the Committee Chair.

- Staff contact the Team leader if they are unwell before 7.15 am in the morning, so 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.
- 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.

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.

- 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 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.

Standards of Behaviour

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

No smoking, alcohol or drug use is allowed on the pre-school's premises.

No bullying, swearing, harassment or victimisation will be tolerated on the pre-school's premises.

Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Staff disciplinary procedures

Minor disagreements

Minor disagreements among pre-school staff, or between staff and Management Committee, can usually be resolved at the regular staff management meeting or informally by discussion.

Overview of the disciplinary process

Prior to the disciplinary meeting the early years setting will send the employee written details of her/his alleged conduct or characteristics, or of the circumstances which have led to the contemplation of taking disciplinary action.

The employee may be suspended from the setting whilst the matter is investigated should management or committee feel this appropriate, especially where being in contact with others could alter evidence.

The employee will be invited to attend a disciplinary meeting to discuss the matter. The employee will also be informed of their right to be accompanied by a work colleague or trade union representative.

The employees will be given an appropriate amount of notice of the meeting in order to prepare their response.

At the meeting, the circumstances of the complaint against the employee will be fully discussed and the employee will be provided with an opportunity to respond to the management case. The early years setting will then decide whether or not to issue a disciplinary penalty. The outcome of the disciplinary meeting will be confirmed in writing, and will include information on the right of appeal and to whom to address any appeal letter.

If the employee wishes to appeal s/he must inform the employer. The early years setting will request that the employee puts their appeal in writing, clearly setting out the grounds for appeal. An appeal meeting will then be arranged. (All staff provided with a full copy of our Disciplinary Procedures, during their Induction)

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.