

Safeguarding and Welfare Recruitment: Suitable People

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

2.1 Employment

Employment and staffing
(Including vetting, contingency plans, training and development)

Policy Statement

We provide a staffing ratio in line with the 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. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Procedures

Ratios

To meet this aim we use the following ratios of adult to children stated within the Statutory Framework for the Early Years Foundation stage 2017:

For children aged two:

There must be at least **one** member of staff for every **four** children:

- at least **one** member of staff must hold a full and relevant **level 3** qualification.
- at least **half** of all other staff must hold a full and relevant **level 2** qualification.

For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable **level 6** qualification is not working directly with the children:

- there must be at least **one** member of staff for every **eight** children.
- at least **one** member of staff must hold a full and relevant **level 3** qualification.
- at least **half** of all other staff must hold a full and relevant **level 2** qualification.

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable **level 6** qualification is working directly with the children:

- there must be at least **one** member of staff for every **13** children.
- at least **one** other member of staff must hold a full and relevant **level 3** qualification.

- A minimum of two staff/adults must be on duty at any one time.

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, religious or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing of conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring for staff and volunteers who will have unsupervised access to children.

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 enhanced 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.
- During 6-8 weekly supervisions all staff are asked if there has been a change in circumstance for them or others within their household in terms of convictions which would impact upon Disclosure and Barring.

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 disqualifications, the person employed with us will have their contract terminated.

Changes to staff

- We inform Ofsted of any changes in the person(s) responsible for our setting.

Training and staff development

Our setting Manager holds a Level 3 Diploma in for the Children and Young People's Workforce (QCF). Our Deputy Manager holds an NVQ Level 3 Children's Care, Learning and Development. Our lunch club supervisor holds a level 3 qualification and we currently have a staff member working towards their Level 2 qualification. Our two bank staff are unqualified.

- We provide regular in-service training to all staff - whether paid staff or volunteers – through Cambridgeshire County Council and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. All policies and procedures are read and it is recorded on their policy record sheet with a date and signature. Risk assessments are also read.
- 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 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 disciplinary action will be taken.

Managing staff absences and contingency plans for emergencies

- Staff 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 and committee 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.
- 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.

Other useful Pre-school Learning Alliance publications:

- Recruitment and Managing Employees (2011)
- Employee Handbook(2012)
- This policy was adopted at a meeting of Witchford Rackham Pre-school
Held on _____

Date to be reviewed _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____