

Safeguarding and Welfare Requirement: Suitable People

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

2.1 Employment

Policy statement

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.

Procedures

Ratios

- The following ratios of adult to children are followed by Bobtails:
 - Children 2 years of age: 1 adult to 4 children
 - Children 3 – 5 years of age: 1 adult to 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a Key Person approach that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

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.
- 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 (our Chairperson). Who then in turn notifies OFSTED.

Training and staff development

- Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through Norfolk County Council, the Pre-school Learning Alliance and external agencies.
- Our budget allocates resources to training.
- 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 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 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

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- Our staff take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our manager 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**, as follows:

If in the unfortunate **event of a member of staff becomes ill** during the pre-school session the following procedure will be followed:

The Chairperson will be made aware of the situation and a replacement member of staff or parent who holds a DBS check will be contacted to provide the pre-school with the correct legal ratios.

If a replacement is not available, the pre-school will then have to close. The **EMERGENCY CLOSURE PROCEDURE** will be followed.

We have five members of staff directly looking after children. Three hold Level 3 qualifications, one level 2 and one level 5. The pre-school is required by OFSTED to have 50% of staff at Level 3 in attendance, but ratios must be in accordance to the number of children in session.

THE EMERGENCY CLOSURE PROCEDURE:

The Chairperson/Committee member will inform all parents by phone of the pre-schools closure, using the contact details that the pre-school has on file.

The Chairperson will inform OFSTED of closure and the reason by phone as soon as possible.

The Chairperson will display closed signs and the reason on the main School Gate and the Pre-school door.

The main School Office will be informed so to offer explanation to any parents who did not know of closure.

In the event of supply staff needed to cover emergency sick or leave, the administrator will contact the Supply Staff Agencies for emergency cover as soon as she has received notification of absence. An agreed budget is set for an initial three day period. If the absence is longer, the Committee will decide whether to allow further supply staff cover. *(Agreed at January 2014 Committee Meeting).*

Staff records

All staff records are securely held on the premises; the folders contain relevant certificates of training qualifications and staff contracts.

Staff Payment

Staff wages are paid monthly over 12 months a year (pro rate 43.8 weeks). Salaries are reviewed by the committee every April.

On 18/5/17 (date)
Date to be reviewed May '18 (date)
Signed on behalf of the provider D. Rodrigues
Name of signatory DANIELLE RODRIGUES
Role of signatory (e.g. chair, director or owner) CHAIR

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

Reviewed	28-5-18	D. Rodrigues
Reviewed	30-5-19	D. Rodrigues
Reviewed	19-5-2020	D. Rodrigues
Reviewed	01-06-2021	D. Rodrigues