

Safeguarding and Welfare Requirement: Suitable People

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

Employment

2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

Policy statement

We are committed to equality of opportunity and non discrimination in our recruitment and employment practices in order to attract and retain high calibre staff to the Pre School. We actively promote equality of opportunity for all, seeking to offer job opportunities to all with the right mix of talent, skills and potential and welcome applications from all sections of the community regardless of; marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. We will employ the most suitable person for any vacancy that arises, based on their skills, qualifications and experience.

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 Disclosure and Barring Service (DBS) in accordance with statutory requirements.

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

Staffing ratios

We believe that a high adult child ratio is essential in providing high quality pre-school care and education and sufficient individual attention to each child. In Rainbow Pre School, we operate to the following ratios, in line with current legal guidance;

- To meet this aim we use the following ratios of adult to children:

Rainbow Pre School Policies – Employment	Last reviewed on : 17/04/2018
Employment & Staffing	Page 1 of 6

- children under two years of age: 1 adult : 3 children;
- children aged two years of age: 1 adult : 4 children; and
- children aged three to seven years of age: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure 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. The key person meets regularly with the family for discussion and consultation on their child's progress.
- 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.
- Where necessary, children with special needs are provided with a 1:1 worker using appropriate funding, this may result in adult:child ratios being higher than those above.
- The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.
- All staff are deployed according to the needs of the setting and the children attending.

Recruitment & Selection

We aim to ensure that our recruitment & selection processes, our staff terms and conditions are effective, systematic, fair and promote equality of opportunity. In addition, this policy aims to ensure;

- That recruitment and selection exercises meet the Pre School's operational and strategic requirements.
- That all appointments are made on the basis of suitability for the position by assessment of evidence against the selection criteria for the post.
- That all candidates are treated fairly and consistently.
- Compliance with the Pre School's Equality & Diversity policy and employment legislation.
- That once appointed, staff development is supported through appropriate training, reviews and appraisals.

New staff are recruited through adverts. Advertisements for the job are placed in Rainbow's notice board, in local notice boards, on 'Opportunity Links' website, and if considered necessary, in the Job Centre and local newspapers, in order to attract applicants from all sections of the community.

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, 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.
- 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.

Selection & Interview

All applicants are short-listed consistently against a selection criteria related to the requirements of the job.

All short listed applicants are invited to complete a shadow session at Rainbow, where they will be asked to sign a confidentiality form and attend an interview panel consisting of at least one senior staff and one member of the parent management committee. A set of interview questions is agreed in advance and are put to all interviewees.

Offer & Appointment

We will select the best candidate for the job, based on recommendations from the interview panel, which will take into account how the candidate performed against the selection criteria; in their application, at interview and during the shadow session. Each member of the interview panel will make notes against each of the questions put to all candidates.

Notes against the short-listing criteria and all interview notes for unsuccessful candidates are retained for a period of one year. Notes relating to the successful candidate will form part of their personnel record.

The successful candidate will be offered the position subject to satisfactory references and CRB checks. See 'Policy on the recruitment of ex-offenders' and 'Policy on the secure storage, handling, use, retention and disposal of CRB disclosures and disclosure information'.

Unsuccessful applicants are informed by the committee's secretary. Feedback on interviews will be given to all candidates on request.

New employees are provided with a job description which sets out their staff roles and responsibilities, confidentiality agreements and contracts, that reflect the current nature of the post, and CRB forms. All new positions are subject to a three months probationary period, during which a monthly appraisal is carried out and any training/supervision requirements addressed.

Changes to staff

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

Training and staff development

- All senior staff are qualified to at least Level 3, and above where possible. All new staff are encouraged and supported to train appropriately as soon as possible, with a view to reaching at least Level 3 where possible.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our setting budget allocates resources to training where possible.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by means of half termly staff meetings to discuss; curriculum planning, children's progress, achievements and any difficulties. We also hold mentoring sessions and annual appraisals.

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- All staff are expected to follow the policies and procedures at Rainbow; it is the responsibility of each individual to keep up to date with these policies.
- All staff should be aware that verbal or physical abuse, bullying or victimization (of adults or children) is unacceptable at Rainbow and will result in disciplinary procedures. All staff should be aware of our Whistle blowing policy (see Child Protection policy).
- All staff should give notice of termination of their employment in line with their contract, typically, half a term and are asked to attend an Exit Interview.

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 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 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.

Links to other policies

- Policy on the recruitment of ex-offenders
- Policy on the secure storage, handling, use, retention and disposal of CRB disclosures and disclosure information
- Child Protection Policy
- Special Needs Policy

This policy was adopted at a meeting of Rainbow Pre School

Held on	17/04/18
Date to be reviewed	During 2020/21
Signed on behalf of the management committee	
Name of signatories	Lisa Brown & Lucy Willoughby
Role of signatories (e.g. chair/owner)	Co Chairs

Other useful Pre-school Learning Alliance publications

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