

Pound Hill Pre-School Policy and Procedures

2.1 Employment

(Including suitability, training, and development)



Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our practitioners are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure Baring Service (DBS) in accordance with statutory requirements.

Procedures

Vetting and practitioner selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for practitioner recruitment and selection.
- All practitioners have job descriptions, which set out their practitioner 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 use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS for practitioner and volunteers who will have unsupervised access to children.
- We keep all records relating to employment of practitioner and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- Practitioner 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.

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 terminate

Changes to practitioner

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

Training and practitioner development

- Our setting leader and deputy hold the minimum qualification of a CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and a minimum of half of our practitioner 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 practitioners
- Our setting budget allocates resources to training.
- We provide practitioners 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 practitioners by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing practitioners in accordance with all relevant legislation and best practice.

Practitioners taking medication/other substances

- If a practitioner is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Practitioners 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.
- All Practitioner 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 practitioner 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 practitioner absences and contingency plans for emergencies

- As a term time only setting, our preference is for practitioners to take their holiday breaks when the setting is closed. Where practitioner may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.

This policy was adopted by

K Platt

Role of signatory

Manager

Date

July 2021

Date to be reviewed

01/09/2022
