

Employment and Safer Recruitment

Policy Statement

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

Vetting and Practitioner selection

- ❖ We work towards offering equality of opportunity by using non-discriminatory procedures for practitioner recruitment and selection.
- ❖ All practitioners have a job description, which sets out their roles and responsibilities.
- ❖ We welcome applications from all sections of the community, they will be considered on the basis of their suitability for the post, regardless of ethnicity, sexual orientation, age. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- ❖ When applying the applicants should send in their CV and then will be asked to complete a Application form.
- ❖ Before offering the position the proposed staff member must supply referee names, contact numbers and email addresses up to five years. They should include their current or last employer as standard, if not then they will need to state the reason behind the decision to not to include them.
- ❖ The proposed staff member will need to have a Disclosure and Barring check (DBS) completed and they MUST join the waiting list or be responsible for paying for a new DBS at minimum every three years. They will not be able to start until the DBS has been received.
- ❖ Practitioners are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether they received before, or at any time during their employment with us.
- ❖ All parent volunteers must obtain a DBS and join the update service.

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.

Training and Practitioner development

- ❖ Our setting Manager holds a minimum of Level 3 childcare qualification that is full and relevant, along with Maths and English Grade C or above, or hold a Level 2 equivalent certificate.
- ❖ Our Deputy Manager holds a minimum Level 3 childcare qualification that is full and relevant.
- ❖ Staff have to attend safeguarding training every 2 years with updates being announced during team meetings.
- ❖ Staff attend Prevent Duty training within their first week of starting at the Pre-School and again every 3 years.

- ❖ All new staff are issued with our policies and procedures during their induction period, they are requested to read our safeguarding policies and procedures, Nappy changing policy within the first days.
- ❖ We support the work of our practitioners by holding regular supervisions, appraisals and well-being check ins.

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.
- ❖ Practitioner medication is to be stored within the locked cupboard in the kitchen or within the medical box in the high cupboard at all times.
- ❖ If we have a 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 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
Position within the Pre-School**

**Katy Platt
Manager & nominated individual**