

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment and Staffing Policy

(Including recruitment, vetting, ratios, contingency plans, training and development)

Policy Statement

Lake Street Nursery meets the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified and trained.

We provide a staffing ratio in line with the statutory 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. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Ratios

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

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 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 suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and enhanced criminal record checks 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 employment of staff and volunteers, in particular those demonstrating that 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.
- We require that all our staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.
- 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 that 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.
- The member of Committee taking the lead on recruitment and interviews will have taken the Safer Recruitment training before recruitment begins.
- The Management Committee is directly responsible for checking that staff and volunteers are suitable to work with children and that they are entitled to work in the UK.

Changes to staff/Committee

- We inform Ofsted of any changes to our Registered Person and/or our manager.
- The Chair Person must keep Ofsted up to date of any changes to the Management Committee.
- The Chair Person must ensure the Central Safeguarding Record at Playgroup is kept up to date and ensure correct paperwork is completed by new Committee members.

- The Chair must inform Ofsted when they step down and name the person replacing them, ensuring correct forms (currently EY3) is completed by them and sent to Ofsted.

Training and staff development

- Our manager and deputy hold a minimum of the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 for the Children and Young People's Workforce or an equivalent or higher qualification. An annual qualifications audit is taken to check levels of qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and Oxfordshire County Council and other external agencies, and our setting is committed to high levels of staff training.
- Our setting budget allocates resources to training.
- 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. This is the responsibility of the Chair and Playgroup Supervisor/Manager.
- 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

- 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. Any additional holiday leave for staff during term time should be requested in writing and approved in writing by the Chair and the Setting Manager.

- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. Staff are aware of the procedure and who to contact in the event of being too unwell to work and the procedure if staff are taken ill during a session.
- 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, as follows:

The manager maintains a list of suitable supply cover available. The following criteria must be met before a session can run:

Staff supervising must hold suitable qualifications and/or be experienced enough to take the responsibility.

There must be a member of staff holding an up to date First Aid Certificate each session.

Ratios must be maintained at all times and children's needs taken into account.

In the event these criteria cannot be guaranteed the Chair must make the decision to close the setting until staffing is resolved and takes all possible steps to inform parents of the closure with as much notice as possible.

This policy was adopted at a meeting of	<u>Lake Street Nursery</u>	name of setting
Held on	<u>19th January 2016</u>	(date)
Date to be reviewed	<u>January 2017</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Reviewed June 2018 CM</u>	
Role of signatory (e.g. chair/owner)	<hr/>	