



## Employment

### Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Our staff and volunteers are appropriately qualified and we carry out checks for criminals and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

### Procedures

#### Vetting and selection

- We work towards offering equality of opportunity by using non discriminatory procedures for staff and 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, 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 references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check (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.
- 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 with the update service to establish that their DBS certificate is still up to date for the duration of their employment with us.
- If 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 any changes

- We inform Ofsted of any changes to our Registered Person (owners/provision/manager)

#### 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. At least half of rest of the members of staff hold the CACH level 2 certificate for the Children and Young People's Workforce or an equivalent qualification.
- 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 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 and other substances

- If a member of staff is taking medication which may affect their ability to care for children. I will ensure that they seek further medical advice. My staff will 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 there is 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 the children and further action will be taken.

Managing staff absences

- Our staff take their holiday breaks when the setting is closed. Where a member of staff may need to take time off for any reason other than for sick leave or training, this is agreed with our Manager with sufficient notice.

Or

- Our manager organises staff annual leave so that ratios are not compromised
- Where staff are unwell and take sick leave in accordance with contract 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
  - We will occasionally request parental support for emergency situations. At no time will they be left alone with the children
  - We also have contact details of a Level 2 member of staff

Signing on behalf of Tiny Feet Preschool \_\_\_\_\_ date: \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Role of Signatory \_\_\_\_\_

