



## 2.1 Employment

### Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers 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.

### Procedures

#### Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- The Manager ensures she has completed recent training in Safer Recruitment.
- Prior to starting employment, original copies of the following documents must be seen by the Manager:
  - Passport (to verify ID)
  - Proof of Address (eg. from a recent utility bill; bank statement or driving licence)
  - Enhanced DBS Certificate
  - Paediatric First Aid Certificate (if this is unavailable, the staff member will be given appropriate training at the earliest opportunity).
  - Certificates of relevant Qualifications
  - Right to work in the UK as required
  - P45
  - National Insurance Number
  - At least two references from previous employers are obtained.
- All our staff have job descriptions, which set out their roles and responsibilities and are required to read and sign the following documents:
  - Staff Code of Conduct
  - Staff Acceptable Use Policy (re. Technology)
  - Confidentiality Declaration (staff to sign annually)
  - Declaration of On-going Suitability to work in our setting (staff to sign annually)
  - Safeguarding Declaration (staff to sign annually)

- 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 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.
- 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.
- 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.
- 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 and, on an annual basis, every staff member is required to sign a declaration of on-going suitability to work at the setting.
- 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.

## Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person and our Manager.

## Training and staff development

- Our Manager and at least half of our other staff members hold Level 3 or higher qualification.
- We provide regular in-service and online training to all our staff - whether paid staff or volunteers as part of their on-going personal and professional development. All staff are encouraged to suggest courses they would like to attend and the Manager recommended courses to individual staff members as part of their Supervision and Appraisal process.
- We provide our staff with induction training in the first weeks of their employment (see Policy 3.1). This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff by holding regular Staff Meetings, individual Supervision meetings and Staff Appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

## Staff taking medication/other substances

- All staff are required to sign a declaration of on-going suitability to work and 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 a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our manager with sufficient notice.
- Where our 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 individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:
  - The supernumerary person takes over their place.