

## Bosco Nursery

### Employment

#### **Safeguarding and Welfare Requirement: Suitable People**

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

#### **Policy statement**

[We/I] meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that [our/my] staff and volunteers are appropriately qualified, and [we/I] 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/I] work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All [our/my] staff have job descriptions, which set out their roles and responsibilities.
- [We/I] 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/my] imposing conditions or requirements that are not justifiable.
- [We/I] 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.
- [For group provision: Where an individual is subscribed to the DBS Update Service [we/I] 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.]
- [For group provision: [We/I] 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.]
- [For childminding provision: Ofsted keep record of the checks that they carry out to determine my suitability to provide childcare, as well as the suitability of my staff and volunteers and anyone living on my premises. These checks include obtaining an enhanced DBS check with barred list(s) check. I keep all other records relating to the employment of my staff and volunteers.]

- [We/I] require that all [our/my] 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/me].
- [Our/My] 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/me].
- [We/I] obtain consent from [our/my] 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/me].
- Where [we/I] become aware of any relevant information which may lead to the disqualification of an employee, [we/I] will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with [us/me] will be terminated.

#### *Notifying Ofsted of changes*

- [For group provision: We inform Ofsted of any changes to our Registered Person (trustees/director(s)/owner(s) our provision) and/or our manager.]
- [For childminding provision: I inform Ofsted of any changes to my own details, and/or any people living or working with me on the premises.]

#### *Training and staff development*

- [For group provision: Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.]
- [For childminding provision: I have completed the Understand How to Set-up a Home-based Childcare Service course, or an equivalent training course as approved by the local authority. All my staff and volunteers are competent in their work and receive appropriate training and support.]
- [We/I] provide regular in-service training to all [our/my] staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- [Our/My] budget allocates resources to training.
- [We/I] provide [our/my] staff with induction training in the first week of their employment. This induction includes [our/my] Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- [We/I] support the work of [our/my] staff by holding regular supervision meetings and appraisals.
- [We are/I am] 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/I] ensure that they seek further medical advice. [Our/my] 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/I] have reason to believe that a member of [our/my] 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/My] 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/me] with sufficient notice.

Or

- [Our manager organises our/I organise my] staff annual leave so that ratios are not compromised.
- Where [our/my] staff are unwell and take sick leave in accordance with their contract of employment, [we/I] 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/I] have contingency plans to cover staff absences, as follows:

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_

#### **Other useful Pre-school Learning Alliance publications**

- The New Early Years Employee Handbook (2016)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)