



## 4.2 Employment

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	March 2018
<b>Reviewed</b>	March 2020
<b>Signed (on behalf of the management committee)</b>	<i>Kate Hilton</i>
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Every 2 years
<b>Date of next review</b>	March 2022

## 4.2 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 meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that staff 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.
- New members of staff are recruited through advertising; on EPM website, on local job websites ie Spotted in Ely, at the job centre and, if deemed necessary, within local newspapers. Adverts are also placed on the LTA website and shared on our Facebook page.
- 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 and civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- All prospective staff members are given job descriptions which set out their roles and responsibilities before interview.
- All short-listed applicants are invited for an interview - the interview panel should consist of the Manager and at least one member of the Management Committee (if interviewing for the Manager's position then the panel should consist of at least two members of the Management Committee). The committee Chairperson then informs unsuccessful applicants.
- 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 two suitable references and ensuring they have satisfactory enhanced criminal records check with barred list(s) check through the Disclosure and Barring Service. We also require a full employment history and undertake robust interviewing for all staff, relief staff and volunteers. 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.

- All staff members require a DBS certificate which is paid for by LTA at the start of their employment. Staff members are required to register their own certificate with the DBS Update Service. After checking an employee's original enhanced DBS certificate to ensure it does not reveal any information that would affect their suitability for the post and carrying out a check of their identification documents at the commencement of their employment we will carry out a half termly check of their DBS certificate via the update service.
- Where possible (and if applicable to the position), applicants should spend a short period of time within a session before attending the interview.
- All staff members sign a confidentiality agreement and have contracts that reflect their position.
- All new positions are subject to a minimum three-month probationary period, with the exception of the Manager and Deputy Manager who are subject to a six-month probationary period. This can be extended if deemed necessary.
- We keep all records relating to employment of 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 the suitability decision.
- We require that all staff and volunteers keep their DBS certificate current by subscribing to the Update Service throughout the duration of their time with us.

#### *Changes to Our Setting*

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

#### *Training and Staff/Committee Development*

- We require that our Setting Manager and Deputy hold at least the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification

or higher qualification. At least half of our other staff members should hold at least a CACHE level 2 certificate or an equivalent or higher qualification.

- We provide regular in-service training to all staff (whether paid staff or volunteers) through the Early Years Learning Alliance, Cambridgeshire County Council and external agencies.

We provide staff induction training in the first 2 weeks of employment. This induction includes our Health and Safety Policy, Safeguarding Children and Child Protection Policy and Behaviour Management Policy. Other policies and procedures will be introduced within the induction plan.

- We support the work of our staff by holding regular supervision meetings, staff meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- Director's DBS's are checked through Ofsted. Directors are required to subscribe to the DBS Update Service to ensure their certificate remains valid throughout their term of service.
- All other staff, Committee members and long-term volunteers are checked through Capita.
- All staff should be aware of our Disciplinary / Grievance Procedure, with guidance kept in their files.

#### *Staff taking medication/other substances*

- All staff members and long-term volunteers are required to complete a 'Staff Members Pledge and Declaration' form when they begin at Little Thetford Acorns. This also includes a Staff suitability declaration form and a staff suitability health declaration form. The information is then shared with the Chairperson and the Manager. All information is kept confidentially and secure.
- If a member of staff is taking medication that may affect their ability to care for children, we ensure that they seek further medical advice. 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.
- Risk assessments are carried out and recorded for staff taking medication or for staff with a medical condition. If medication is required during working hours, it is kept on the premises and will be stored securely in a lockable medication box or a padlocked

box labelled 'Emergency medication' and kept out of reach of the children at all times. This includes paracetamol and painkillers.

- If we have 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 with the children, they will be sent home and an investigation will take place. See our No Smoking, alcohol and drugs policy.

### **Managing Staff Absences and Contingency Plans for Emergencies**

- Staff are to take their holidays during school holidays when the setting is closed. If staff need to take time off for any reason other than for sick leave, medical appointments, maternity appointments or training, a written request is submitted to the Setting Manager and the Management Committee. Requests may be agreed in the event of exceptional circumstances with the Manager and Chairperson with sufficient notice being given, staff cover being arranged, a contingency plan in place and as long as there is no impact on the setting.
- Where staff are unwell and take sick leave in accordance with their contract of employment, where possible we organise cover to ensure ratios are maintained. In the unlikely event that we cannot arrange sufficient cover to maintain our legal staff/child ratios we will have no alternative but to close the setting temporarily. Parents will be notified at the earliest opportunity.
- Sick leave is monitored on a regular basis, on the staff member's first day back to work, the Manager or senior person carries out a 'return to work' interview with the employee, a record is taken which is stored on the staff member's personnel file, and action may be taken where necessary in accordance with the contract of employment.
- All staff absences and requests for time off are recorded and are stored confidentially in their personnel file.

### **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)
- Recruiting and Managing Employees ( 2011)