

# SAFEGUARDING & WELFARE REQUIREMENT: SUITABLE PEOPLE

## 2.1 Employment



### Policy Statement

At St John's Playtime Pre-school we meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage by 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.
- 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 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 in line with the safer recruitment practice. 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.

- 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 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 (trustees/director(s)/owner(s) our provision) and/or our manager.

#### *Training and Staff Development*

- Our Manager and holds a level 6 BA HONS degree in Early Years Childhood Studies. All other employees hold CACHE Level 2, Level 3 or Level 4 Childcare or an equivalent qualification.
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our budget allocates resources to training.
- 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, Young People & Vulnerable Adults 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/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.

- Any medication and health care plans will be recorded and reviewed every six weeks.

#### *Managing staff absences and contingency plans for emergencies*

- Our staff are encouraged to take their holiday breaks when the pre-school is closed. If holiday breaks are requested during term-time, our manager will organise staff annual leave so that ratios are not compromised.
- 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 and following the sickness and absence management policy.
- We have contingency plans to cover staff absences, as follows:

### **STAFF CONTINGENCY PLAN**

***This plan relates to very short-notice absence, illness or an emergency which compromises our Adult: Child ratio.***

- In the first instance all part-time staff who are not working the session will be contacted by phone. (We have a list of all our staff members and their contact details on the premises at all times. Each member of staff has the same list as well)
- If no part-time staff can cover the session, then we will contact our 'Pool staff'. Their contact details are also on the contact list.
- If we cannot secure any of our part-time or pool staff then we will see if any 'Parent help' can be found (as long as we remain in ratio).
- If we fail to find any staff or parent cover then we will need to contact parents and ask them to collect their children. We will only contact the minimum number of parents, just lowering our numbers enough to stay in ratio. The parents we contact will be chosen at random and rotated each time we need to do it. We will take into consideration families where both parents work.

***Please Note: This is an extremely rare occurrence and we hope we never get to the point where we are sending children home. We will only ever do this where the Adult: Child ratio is compromised and it is therefore in the best interests of the children.***

Further reference

- Suffolk Safer Recruitment Guidance and Training (2024)

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17<sup>th</sup> June 2009.**

**This policy was reviewed & updated on: May 2024**

**This policy will be reviewed again on: May 2025**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory: Julia Rael**

A handwritten signature in blue ink, appearing to read 'J. Rael', is written over a light blue rectangular background.

**Role of Signatory: Committee Chairperson**