

SECTION EMPLOYMENT including SAFER RECRUITMENT PROCEDURE

Springwood meets the Safeguarding and Welfare requirements of the Early Years Foundation Stage (DfE2017) ensuring that our staff is appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

Vetting and staff selection – paid and unpaid position

- Springwood works towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job description which, set out their position and responsibilities.
- The new employee will be offered the contract prior to six months probation period followed by meetings to establish general progress; including settling in and improvement plan if needed.
- The probation period can be extended to the certain length of time if needed (it can be extended up to two times and each time no longer than six months and no shorter than one month). During the probationary period, including any extension periods, employment may be terminated by either Springwood or the employee.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We will obtain references and enhanced criminal record checks through the Disclose and Barring Service (DBS) for staff, apprentices, volunteers, parent helpers, cleaners and for anyone who will have unsupervised access to the children where without those two no one will work unsupervised. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme. Students will have their DBS check by their school/college but will work supervised at all time. Agency staff will have their DBS check by employing agency.
- We keep all records relating to employment, placements or help, in particular those demonstrating that checks have been done, including issue date, number of the and details who obtained the enhanced criminal records disclosure.
- Staff are expected to disclose self's, and for any other person who they suspect/become aware and will likely to have regular contact with children; their 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.

Recruitment Procedures

Safe Recruitment procedures are a vital part of Springwood safeguarding practice. We follow below rules to ensure we are applying safe practice in our setting. The list is not exhaustive.

- We state in the job advert that we are a Safe Employer and our organisation is committed to Safeguard Children, and that thorough checks will be carried out as part of your Safe Recruitment Policy. This is known to be a deterrent for potentially unsuitable people, who are more likely to apply for jobs where they think

policies are not applied robustly.

- We insist on an application form rather than a CV. This is an opportunity to find out what the person brings to your setting and to the specific role, they are applying for. We ask questions about their experience in working with a particular age range, or particular needs. We ask for CV to initially confirm that person has full and relevant early years qualification.
- We check qualifications are relevant and genuine. [The Early Years Qualifications List](#) provides details on recognised qualifications to help providers identify whether an applicant is suitably qualified. We may also contact the awarding body to verify the authenticity of certificates or/and email DfE.
- Enhanced DBS with Barred List check – no one on paid employment including unpaid positions will be allowed to work or provide services to children or staff unsupervised. New employee may start without DBS check as long as the DBS is applied for and in progress before their first day. This employee will be supervised at all times. We use DBS GBG <https://www.onlinedisclosures.co.uk/criminal-record-checks/online-criminal-record-checks/> to apply for checks. We use DBS ID checking guidance <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018> and <https://secure.crbonline.gov.uk/crsc/check?execution=e1s1> to perform DBS status checks on employees and any relevant personnel.
- We challenge gaps in employment – we ask as many questions to assure that any gaps are fully justified. If in doubt, we ask more questions.
- We Never accept hand-delivered references. We always seek references directly from the named referees - one of which must be the previous employer, or a person in a position of authority from their college etc.
- We always verify references and record that we have done so. When you receive a reference, it should be followed up by a telephone call to check the named person provided it. This avoids potentially receiving fake references. We record when verified and who we spoke to.
- If a referee does not provide a reference within the required time frame (usually two weeks) we follow up with a telephone call to the organisation and speak to the referee. There may be a reason why they have not provided a reference, which could give us justifiable concerns over proceeding with the recruitment.
- We trust our instinct if we have any doubt about the suitability of an applicant. We do not feel obliged to offer somebody a job just because they have interviewed well.

Springwood follows below steps when recruiting: (Please refer to Recruitment Folder for examples and master copies). We use Employee Recruitment Check List to ensure all steps are completed.

1. Advert - Springwood advertise in a variety of places so as to avoid unfair discrimination such as colleges/social media/word of mouth/online job centre/local authorities careers pages.
2. CV/Resume - we ask for CV to initially confirm that person has full and relevant qualification if applicable.
3. Application form, Health Declaration and Job description – send to ALL applicant (except students or external agencies like supply staff or cleaners) via email or they can collect hard copies - Springwood management team would discuss all applications received for the in order to shortlist and arrange interviews. Application is detailed in asking for employment, medical history including sensitive personal data.
4. References – At least two (2)- one from current employer. Usually obtained before interview, however we recognise that some 'current employers' do not take lightly information of their staff looking for other jobs, therefore these can be requested after offer. However all attempts must be made to request any other references from past employers. We will require more references if for example, most recent employers were not in childcare, candidates has lots short terms employments, etc. We will accept references from Colleges, schools and sometimes character references – with young candidates, students, or apprentices, or if someone was in current employment for 5-10 years or if previous employer do not exist anymore.

5. Interview – Formal Interview with set of questions (these vary according to the role but always have Safeguarding, Confidentiality, Disciplinary, Suitability, Health&Safety, EYFS and employment gaps). Stay and Play session with all staff interactions- It give us the opportunity to observe the way in which they interact with children and staff, identifying how they managed situations during the session and their level of understanding of the EYFS. 2nd Stay and Play if needed and for Management with adult-led activity. Applicants are to provide original Childcare qualification, IDs, marriage certificates if a change of name has occurred, proof of address, NI numbers and certificated for other qualifications and training. Copies will not be acceptable. Interviews will take place on site with at least two management staff. Letter of apology will be send to unsuccessful applicants after interview.
6. Overview of candidates – All staff provide feedback.
7. Pre Offer – if applicable - Pre Offer can be made after formal interview went exceptionally well. Then pre offer additionally will be subject to successful competition of play and stay session.
8. Offer - Offer is always subject to and can be withdrawn if following are not met:
 - receive at least two references that are satisfactory for Springwood
 - clear enhanced DBS,
 Offers may be subject to other condition, e.g agree to working hours.
9. Acceptance in writing – candidate must accept in writing, e.g via email.
10. DBS – Springwood will not employ anyone without enhanced DBS check. Moreover, we require our staff to be part of DBS Update Service. If person were on the update service already we would need to see original DBS certificate. If DBS is more than 3 years old, especially if the person did not work in early years recently we will require new enhance DBS. Applicant pay for enhanced DBS and update service.
11. Reference if they have not been obtained early
12. Contract and Job description – presented to applicant in two identical copies.
13. Confirm start Date.
14. New Employee Training Pack – Policies and Procedures, Free online courses and reading related to yearly years is send to applicant before start date. We ask to start completing them before first day, which will help with induction process.
15. Induction – first day start with completing the additional documents . New employee signs confidentiality declaration and other relevant as stated in induction plan.

Employment Contract and Job description

Contracts and jobs description are individually tailored. Most rules apply to all staff, however some section vary from employee to employee. They explain terms and conditions under, which person is employed. Springwood reserves the right to change, amend/update terms and condition of employment. These can be due to individual circumstances, business internal or external affairs or setting needs, etc.

Some updates or conditions that are due to be change may be send in a letter form, which will be regarded as formal update to employee terms and conditions under, which they are employed.

All staff EXEPT Agency staff, Students and Parent Helpers, will have contract of employment and job description.

External business employed by Springwood will have Contract/Agreement of employment, which includes required duties.

External business providing training or courses to staff or children will not have a specified contract with us – usually proof of purchase is sufficient.

Disqualification

- 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, person's employment with us will be terminated. Ofsted, LADO, DBS, Police (all if apply) will be informed about the disqualification.

Waiver from Ofsted

Some people are disqualified from providing, being involved in the management of, or being employed in early years or later years provision. Her Majesty's Chief Inspector may consent, in some circumstances, to waive their disqualification. Please refer to

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756735/Waiver_application_form_childcare_on_non-domestic_premises_151118.pdf

Changes to staff

- We inform Ofsted of any changes in the person(s) responsible for our setting [registered person(s), Owner and Manager. Please refer to Informing Ofsted Policy.

Staff taking medication/other substances including State of mind FOR STAFF SECTION

- 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. 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. Doctor note may be required.
- 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 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 illnesses or conditions must be declared on health declaration.
- Any illness, conditions, or situation that can influence state of mind (anxiety, depressions, panic attacked, tearfulness, overreactions, etc) must be shared with management. Appropriate action will be taken to support employee and to ensure they them self are seeking help and support. Any action taken by Springwood include completing individual risk assessments, calling emergency medical help, sending home, amending job description and day to day responsibilities.
- Staff are asked to seek help and support themselves too outside of work. This include, to help/treat existing 'conditions', illness (see specialists, councillors) or help to prevent or prevent from reoccurring any conditions, illness or injuries, etc. (flu jabs, GPs visit, physiotherapists). This must be done outside of working hours.

If ignoring advices given or not following treatments, etc. continue to have impact on performing your work to satisfactory standards, than it may become a capability and/or disciplinary matters.

Training and Staff's training costs

- Springwood's Manager and Deputy Manager hold a minimum of Level 3 childcare qualification and all other staff hold a minimum of a Level 2 childcare qualification, excluding any Apprentice that could be training towards a

Level 3 qualification. We sometimes employ unqualified member of staff if and they will be asked to gain at least Level 2 qualification if needed.

- We provide regular in-service training to all staff - whether paid staff or volunteers - through Local Council, Pre-school Learning Alliance, Educare, and any external agencies and websites that offer suitable trainings.
- Our setting budget allocates resources to training.

Springwood pays for employees training, whether mandatory or part of professional continues improvement.

Springwood will try to accommodate training that is less than one hour drive from work place and all member of staff must attend. Travelling costs are employees' responsibility. If member of staff finds relevant training that is closer and it is relevant (accepted by setting management) but the cost is higher, then we would allow it as long that member will pay the difference.

Training costs, this include any subscription (e.g Educare package) will be deducted if the staff leaves in a certain amount of time for up to 12 months. Springwood will retrieve that costs from employee's final/last pay.

If a staff member has worked for Springwood for less than 12 months, cost of the training they have attended is to be refunded back to Springwood:

- If Employee or volunteer leaves within first three months of a start date - a refund of 80% of cost of training attended by this employee will be refunded back to the company.
 - If Employee or volunteer leaves within four to six months of a start date - a refund of 50% of cost of training attended by this employee will be refunded back to the company.
 - If Employee or volunteer leaves within seven to twelve months of a start date - a refund of 25% of cost of training attended by this employee will be refunded back to the company.
- Staff is responsible for non-attendance costs for any training despite the length of employment. This includes any training costs they have for example forgot to attend or did not make it on time. This will have to be paid back to Springwood in full and will be deducted from their next pay.
 - We provide and ask for mandatory training to be completed within 6 months of probation period (excluding First Aid in some circumstances where this must be completed sooner).
 - We support the work and training of our staff by holding regular supervision meetings and appraisals.
 - Springwood is committed to recruiting, appointing, and employing staff in accordance with all relevant legislation and best practice.

Exit Interview

We are looking to identify the reasons that cause Springwood Staff to resign. Anyone has the right to have an Exit Interview, or alternatively they can write to us (post letter or email), Person can do all option if they wish. Management will evaluate the outcome of the interview and identify issues, which may need addressing. Areas of weakness and strengths will be reorganised.

There is a large degree of confidentiality in exit interviews, which is important if trust is to be established in the interview. However, there might be occasions, where certain issues cannot be kept within the bounds of confidentiality. When an exit interview begins, the level of confidentiality will be negotiated between parties involved, so that its limits are known to both.

Exit interviews should be carried out by Line Manager or a member of the Senior Management.

Everyone is reminded that all that have been learnt about Springwood's staff, children and their families and business remain strictly confidential.

Student, Apprentice, Volunteer, Bank staff, Agency staff, Un-vetted people– Placement, Ratio, and Supervision

Springwood recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years providers. As part of our commitment to quality, we offer placements to students and offer employment for apprentices undertaking early years qualifications and training.

For students and apprentices that are with us we aim to provide experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Placements

- Springwood requires students and apprentices on placements or qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out; whether by us or student's school.
- We require students and apprentices in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require that schools/colleges placing students of any age and those under the age of 17 with our setting to vouch for their 'good' positive character, stating general behaviour, family situation, medical history, attendance any other information that may be relevant, like learning difficulties or looked after child – Written references must be obtain from school/college before placement starts.
- Students (internal and external) and apprentices will carry observation, assessments or use child's learning journey for school paper research/work only with specific consent from their parents/carers.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We co-operate with students and apprentices' tutors in order to help to fulfil the requirements of their course of study.
- We communicate a positive message to students, apprentices about the value of qualifications and training.
- We ensure that apprentices and students placed with us are engaged in appropriate early years training or similar, which provides the necessary background understanding of children's development and activities.
- Bank staff are employees with full employment right. They are classed as staff and treated as such.
- Induction process applies to all – For full details please refer to our Induction Policy.

Ratio and Supervision – PLEASE ALWAYS CHECK THE PERSON'S AGE

	Counted in Ratio?	Can work Unsupervised?	Can change Nappies and Toilet Run	Full Induction Apply?	Opening the Door?
BANK STAFF	YES	YES	YES	YES	YES – when deemed competent and responsible
APPRENTICE	YES – age 16 and over	YES – when deemed competent and responsible	YES – when deemed competent and responsible	YES	YES – when deemed competent and responsible and know the parents
AGENCY STAFF	YES	YES – when deemed competent and responsible	YES- ONLY IN EMERGENCIES after they are deemed competent and responsible	NO	NO
STUDENT –	NO	NO	NO	NO	NO

short term					
STUDENT – long term	YES- age 17 and over	NO	NO	YES	NO
VOLUNTEER	YES- age 17 and over and deemed competent and responsible	YES – when deemed competent and responsible	YES – when deemed competent and responsible	YES	NO
PARENT HELPER	NO	NO	NO	NO	NO
UN-VETTED PEOPLE	NO	NO	NO	NO	NO

- Anyone under the age of 17 years will not have unsupervised access to children (excluding apprentice age 16 and over where they have been deemed competent).
- UN-VETTED PEOPLE :
 - A member of staff will accompany, at all times, any visitor to the group such as suppliers, trades people, entertainers, inspectors, professionals,
 - will never be left on their own with a child,
 - will not be allowed to see confidential records unless consent is given by parents,
 - will not be expected to discuss matters arising with parents
 - will not use any mobile or IT devices such as laptops while around premises, unless it is part of their inspection or work related – cameras will be covered – Please refer to Safeguarding-Lone working Policy.

Staffing

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Statutory Framework of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are qualified and some working towards childcare qualification, and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

Staffing arrangements will meet the needs of all children and ensure their safety. Children are always adequately supervised, and management decide how to deploy staff to ensure children's needs are met. Children **usually** are within sight **and** hearing of staff and **always** within sight **or** hearing.

The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

- For children aged under two: 1 adult to 3 children where
 - there must be at least one member of staff for every three children
 - at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two
 - at least half of all other staff must hold a full and relevant level 2 qualification
 - at least half of all staff must have received training that specifically addresses the care of babies
 - where there is an under two-year-olds' room, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos

- For children aged two: 1 adult to 4 children where
Ofsted may determine that providers must observe a higher staff: child ratio than outlined here to ensure the safety and welfare of children
 - there must be at least one member of staff for every four children
 - at least one member of staff must hold a full and relevant level 3 qualification
 - at least half of all other staff must hold a full and relevant level 2 qualification

- For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children: 1 adult to 8 children where
 - there must be at least one member of staff for every eight children
 - at least one member of staff must hold a full and relevant level 3 qualification
 - at least half of all other staff must hold a full and relevant level 2 qualification

- For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children:
 - there must be at least one member of staff for every 13 children
 - at least one other member of staff must hold a full and relevant level 3 qualification

- We hold regular online staff conversation (daily, weekly briefings) to discuss curriculum planning, any difficulties that may arise from time to time and absence that may affect ratios and anything that needs doing or reminding.

For more details on ratio requirements please refer to Statutory Framework for the Early Years Foundation Stage 2017