



# **Suitable People/ Staff Qualifications, Training, Support and Skills**

## **Pack 10**

**This policy is subject to annual review. It has been created on September 2018 and is due for review yearly or as in when required.**

**It was re- adopted by the Shelena Begum on 24<sup>th</sup> September 2021.**

**Signed: \_\_\_\_\_**

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## **12.1. Safer Recruitment Policy**

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The nursery takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

### **Our procedure is as follows:**

- We only use reputable newspapers and the job center's website when advertising any vacancies.
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete an application form and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview applicant will be asked to prove: Their identity (passport or photo card driver's license) relevant qualifications (certificates) Eligibility to work in the UK (official paperwork) Their criminal history (disclosing anything that will show up on a DBS)
- Detailed enquiries will also be made regarding any gaps in their employment.
- The nursery manager and director (or supervisor) will be present at interview although the final decision regarding employment will remain with the director at all times.
- Each applicant will receive communication from the nursery stating whether they have been successful or not.

### **Starting work:**

- Complete all further paperwork, such as, Staff disqualification declaration, Health questionnaire, Covid agreement & Payroll details.
- The successful candidate will be informed that their job offer is conditional, dependent on the return of 2 satisfactory written references and an enhanced DBS check.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.
- New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss the nursery's policies and procedures, sign, date and say they have understood all policies/procedures

and receive a mentor who will introduce them to the way in which the nursery operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.

- All staff will attend an annual 'ongoing suitability interview' and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within in a reasonable time scale.

## 12.2. Induction of employees and volunteers

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At Little Miracles nursery, we provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

### **Procedures:**

We have a written induction plan for all new staff, which includes the following:

- Introductions to all employees and volunteers.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
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- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. The Directors induct new managers.
  - During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
  - Successful completion of the induction forms part of the probationary period.
  - Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

### **12.3. Student placements**

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Little Miracles nursery recognises that qualifications and training make an important contribution to the quality of care and education provided by the early years setting. As part of our commitment to quality we offer placements to students undertaking an early year's qualification.

We also offer placements to students from local schools on work experience. We aim to provide students with experiences that contribute to the successful completion of their studies by demonstrating examples of quality practice in our setting.

#### **Procedures:**

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have a DBS check.
- Students from local schools under the age of 17 years will need someone from the school to vouch for the good character.
- Students under the age of 17 years will be supervised at all times and cannot have unsupervised access to children.
- Students undertaking qualifications who are placed in our setting on a short-term basis are NOT counted in our staffing ratios.
- If trainee staff employed in the setting are deemed competent, they may be included in ratios.
- We have liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- All students must abide by our Confidentiality Policy.
- We liaise with student's tutors to help students fulfil the requirements of their course of study.
- We provide students with a short induction at their first placement on how the setting is managed, how our setting is organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- The needs of the children in our care are paramount so we therefore do not admit students in numbers which may hinder the essential work of the setting.

#### **Dress code for students/expectations:**

- Students must dress smart/comfortable clothing.
- Shoes must be sensible, i.e. closed toes.
- A watch, stud ear-rings may be worn but no dangly jewellery.
- Large tattoos must be covered.
- Hair should be clean and neat.
- Students should observe staff, ask relevant questions about our practice and engage with the children whenever possible.

- Students should sit with children at meal times and reinforce independence and manners whilst eating.
- Students will be expected to help staff tidy up and clean the rooms.
- Students should communicate to the Room Leaders/Manager what specific area they are covering at college and share their work with them. This will give opportunities for a two-way conversation about the job/course and help them fulfil their potential.
- Health and Safety systems that operate within the Nursery should be adhered to at all times.
- Confidentiality must be adhered too. If a student is unsure they must ask.
- Feedback is welcomed when the placement is complete so that we can make sure the support we offer is successful and if any areas can be improved upon.

## **12.4. Staff: Child Ratios**

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All staff working with children will have an enhanced DBS disclosure, suitable references and appropriate qualifications. Staff, students and visitors without DBS disclosure will not be permitted to be left with the children at any time. Staffs are required to go on the update service, as soon as they DBS disclosures are received.

Ratios are maintained at all times as per EYFS welfare requirements;

- 1:3 children under 2 years old
- 1:4 children 2-3 years old
- 1:8 children 3 years +

The Managers are supernumerary with the Deputy and Senior out of ratios if acting as Officer in Charge.

In accordance to the EYFS welfare requirements, staffs are to actively work to promote children's welfare and development. It will not be acceptable for staff to sit and not engage with the children. Little Miracles nursery expects good practice at all times from staff and training will be provided to develop staff at all levels.

### **Contingency Procedure**

In the case of absent staff members due to sickness, the following plan is put into action:

1. The children's group will be carefully looked at. Where possible, safe and reasonable to do so, we will look at children joining in with different groups. This will be done only if the child is developmentally ready to do so.
2. Any bank staff members will be called upon to come in and work in place of the ill staff member. Such people will already hold a valid DBS and would have undergone the recruitment procedure.
3. If no one from the nursery is available, then the senior member of staff will ask for support from the Management team.
4. In the event that no extra people are available from within either nursery, we will call upon outside agencies such as PCR Recruitment, Tinies, Angels and Windsor.



In the unfortunate event that there is multiple staff illness, then parents will be contact and informed of the circumstances. They will be asked to collect their child from nursery as soon as possible, or to remain at home for the day.

If the contingency procedure needs to come into effect due to bad weather, then all staff will be asked to evaluate the situation on a regular basis. They will all be asked to actively try and get to nursery but if it is unsafe or they are unable to do so, whereby the nursery has to close, then parents/carers will be notified by telephone/text as soon as possible.

## **12.5. Visitors**

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Little Miracles nursery welcomes visitors and operates an open-door policy. Limitations may be placed on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The Nursery Manager/Deputy Manager has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature of and extent of such visits. In exercising their discretion, the Nursery Manager will consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children.

Little Miracles nursery reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed, for example by means of a phone call to a professional body or company.

In instances where parents are separated both custodial and non-custodial parents have rights to visit the nursery unless a court order exists restricting such contact. All visitors must sign the Visitors' Book on arrival and departure. If a visitor is in the nursery for more than an hour, the nursery manager must point out fire procedures.

A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

### **Security**

Staff must check the identity of any visitors they do not recognise before allowing them into the nursery.

Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building.

No visitor will be allowed to move freely around the setting unaccompanied unless that person is on the premises in a direct professional matter i.e. Care Inspectorate Inspector.

All external doors must be kept locked at all times and external gates closed.

All internal doors and gates must be kept closed to ensure children are not able to wander.

Parents, visitors and students are reminded not to allow entry to any person, whether they know this person or not.

Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery

The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

### **Procedure for welcoming visitors**

All staff, parents/carers, children and visitors must only enter the nursery by way of the main entrance. The entrance door must never be opened by another Parent/Carer or Visitor.

On answering the door staff must: -

1. Open the door and greet the visitor – ask the visitors to supply their name and nature of business. They must ask the reason for the visit/who they wish to see. Unless it is a parent enquiring about the nursery, all other visitors should be asked for proof of identity.
2. Unless the person is known to the nursery (i.e. usual contractors) or has a confirmed appointment, the visitor should be asked to wait at the door until the staff member has confirmed with the Management Team that the visitor can be allowed to enter the lobby area.
3. Inform the visitor of our mobile phone policy.
4. Visitors must then sign in at the lobby area documenting their time of arrival.
5. Ask the visitor to wait in the lobby area – do not allow the visitor into the nursery hallway area.
6. Inform the setting Manager/Deputy Manager if not already done so and they will then deal with the visit.
7. The visitor must sign out at the end of the visit recording their time of departure.

## 12.6. Trainings

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The nursery highly values its staff. It is in the interests of the nursery, the children, families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. Personal and professional development is essential to maintaining the quality and delivery of high quality care and education for young children in early years. It underpins all aspects of curriculum delivery and positive interactions.

At Little Miracles nursery we ensure that at least 75% of staff are qualified to Level 3 or equivalent in childcare and education and aim towards 100%. Other staff working at the nursery will either be qualified to Level 2 or undertaking training. We strongly promote constant professional development and all staff has individual training records and continued professional development plans to enhance their skills and expertise.

External training and support are sought as appropriate to the needs of the nursery and the children attending.

To facilitate the development of staff we:

1. Lead and role model with staff, and offer encouragement and support to achieve a high level of morale and motivation
2. Promote teamwork through ongoing communication, involvement to enhance nursery practice
3. Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
4. Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and curriculum planning
5. Encourage staff to further their experience and knowledge by attending relevant external training courses
6. Encourage staff to pass on their knowledge to those who are less experienced and disseminate knowledge from external training to small groups of staff within the nursery
7. Provide regular in-house training relevant to the needs of the nursery
8. Carry out ongoing supervision with all staff. Staff appraisals are carried out quarterly where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs
9. Develop a continued professional development plan addressing both qualifications and continuous professional development needs of the setting and of individual staff
10. Promote a positive learning culture within the setting
11. Delegate responsibilities according to an individual's expertise

12. Carry out training needs analysis for all individual staff, the team as a whole, and for the nursery
13. Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
14. Provide inductions to welcome all new staff and assign a senior member of staff to support new staff
15. Offer ongoing support and guidance
16. Give Staff opportunities to progress within Little Miracles nursery and notify us of any further training they wish to complete.

## **12.7. Alcohol and substance misuse**

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At Little Miracles nursery, we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

### **Alcohol**

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees. Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the nursery will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal.

If they are a parent, the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police/children's social services may be called.

If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises.

### **Substance misuse**

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately.

If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow.

If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them.

If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police may be called.

The nursery will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs.

If they are a member of staff serious disciplinary procedures will be followed. If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the nursery manager as soon as possible to arrange for a risk assessment to take place.

### **Safeguarding/child protection**

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our safeguarding/child protection procedures, contact social services and the police. Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary the police will be called. Where an illegal act is suspected to have taken place, the police will be called.

## 12.8. Date to be reviewed

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All the Suitable People/Staff Qualification, Training, support and skills of the policy was adopted by Little Miracles nursery.

Created On: 24<sup>th</sup> September 2018

Date to be reviewed: September 2022

Signed on behalf of the provider:

Name of Signatory: Shoid Islam and Shelena Begum, Role of signatory (e.g. chair, director or owner): Director(s)

Date to be reviewed	Date reviewed	By Who	Signature
September 2019	September 2019	Shelena	
September 2020	September 2020	Shelena	
September 2021	November 2021	Shelena	