



Stanmore Baptist Preschool

2 Suitable People

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

2.1 Employment

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, 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 our staff have job descriptions, which set out their roles and responsibilities.
- We welcome applications from all sections of the community, although they will need to be sympathetic to our Christian aims and ethos. 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. 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 renew their DBS check every 5 years and all new checks will also require staff / volunteers to sign up to the DBS update service.

- 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. This includes anyone who lives with them. They are regularly asked at their supervision meetings.
- 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

- As a minimum requirement our co-managers will hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent or higher relevant qualification. At least half of our other staff members will hold the CACHE Level 3 Diploma for the Children and Young People's Workforce (or an equivalent qualification).
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through the early Years Alliance and external agencies.
- Our budget allocates resources to training provided by Harrow Early Years but we are not able to fund training to acquire Childcare qualifications, however we will do our best to support staff working towards childcare qualifications.
- 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 and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings.
- 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.

Managing staff absences and contingency plans for emergencies

- Our staff take their holiday breaks when the setting is closed unless agreed by the manager during term time. 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 with sufficient notice to arrange cover.
- We have contingency plans to cover staff absences, as follows:
 - Two members of 'as and when' staff can be asked to cover
 - Some members of part time staff can cover on their days off

This policy was adopted by

Stanmore Baptist Preschool

On

8th October 2019

Date to be reviewed

October 2020

Signed by the Manager

Name of Manager

Alison Theobald and Jackie Barnes

Signed by the Committee Chair

Name of Committee Chair

Sian Bender