

Safeguarding and Welfare Requirement: Suitable People

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

Bright Kids Nursery

Safer Recruitment Policy

2.1 Employment

(Including suitability, contingency plans, training and development)

Policy statement

We meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage ensuring that our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau 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 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 use Ofsted guidance and Local Authority requirement on obtaining references and enhanced criminal record checks through the Disclosure & Barring Services for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children, this also includes if any of their own children are placed on the Child Protection Register or have been taken into care— whether received before or at any time during their employment with us.

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, that person's employment with us will be terminated.
- Disqualified by association: Where an employee is associated with a person who is disqualified

The employee career will be at risk and we will notify OFSTED and ISA.

Updated 01/04/2018

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.

Training and staff development

- Our setting Manager Will hold NNEB, NVQ Level3 or 4, Degree in Early Years, EYPS status or NVQ Management level 3 or 4 and the deputy hold the NVQ Level 3 or an equivalent qualification and a minimum of half of our staff hold the NVQ Level 3 or an equivalent or higher qualification.
- Apprentices will hold NVQ Level 2 as a minimum while doing level 3.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through Local Authority and external agencies.
- Our setting budget allocates resources to training where possible.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be 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 using our 'Safer Recruitment Policy' 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. 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 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.
- Staff must store their medication in a locker or in the kitchen cupboard away from the children.
- They must not share or give medication to their colleagues.

Managing staff absences and contingency plans for emergencies

- Managers organise staff annual leave so that ratios are not compromised.
- Where 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 their contract of employment.
- We have contingency plans to cover staff absences, as follows:

1. We have a pool of Bank staff who will be called to cover sick and annual leave.
2. The manager will cover until the relief staff comes in.
3. If no relief staff can cover the Manager will remain in the room until the numbers go down.
4. Whereby part time staff are appointed they will be requested to come in and cover the day.

5. If all this fails the Manager will call the funded children not come in for the day and another will be offered to make up for the loss day this may be during holidays, this will reduce the number of children attending the nursery.

This policy was adopted at a meeting of	Bright Kids Nursery	(name of provider)
Held on	04.01.2018	(date)
Date to be reviewed	04.01.2019	(date)
Signed on behalf of the Manager		
Name of signatory	Amanda O'Brien	
Role of signatory (owner)	Manager	

Other useful Pre-school Learning Alliance publications

- Bright Kids Employee Handbook (2012)
- Recruiting and Managing Employees (2011)