

Employment Policy

EYFS Statutory Requirements – page 18 section 3.9 -3.26



EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.1 Child Development 1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and well-being	2.1Respecting Each Other 2.2 Parents as partners 2.3 Supporting Learning 2.4 Key person	3.1 Observation, Planning and Assessment 3.2 Supporting every child 3.3 The learning environment 3.4 The Wider Context	4.1-3 Characteristics of Effective Learning 4.4 Areas of Learning and Development

Policy Statement

At Warwick Community Playschool, 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. We may use social media as a part of this process.
- ✿ At least one person interviewing for a post will have had Safer Recruitment training.
- ✿ Applicants for posts must fully complete an application form. We do not accept CVs.
- ✿ Interviewees will be asked to spend time with the children as well as conducting a formal interview with a member of committee and the setting manager.
- ✿ All of our staff have job descriptions, which set out their 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. 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 or by seeking further DBS checks.
- 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 and Ofsted will be informed.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person, trustees and our manager. Either in advance or within 14 days.

Training and staff development

- Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We aim to have all of our practitioners trained in Paediatric First Aid. All newly qualified or training staff will receive training to be included in ratio. As a minimum, at least one member of staff will be with the children at all times who has an up to date PFA certificate
- We provide regular in-service training to all our staff - whether paid staff or volunteers.
- 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 and Child Protection Policy. Other policies and procedures are introduced within an induction plan.

- We ensure that staff receive either in house or external training annually.
- All of our staff will complete Food Hygiene training.
- 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.

Managing staff absences and contingency plans for emergencies

- Our staff take their holiday breaks when the setting is closed. 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.
- 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.
- Staff must complete absence forms for any absence during term time. These are kept within their personal files.
- We have contingency plans to cover staff absences, as follows:

The manager will cover where possible.

Angels Childcare - 01604 283107 or lena@angelschildcarerecruitment.co.uk

A list of bank staff is on the emergency contacts spreadsheet on the main laptop.

Maternity

Eligible employees can take up to 52 weeks maternity leave. The first 26 weeks is known as 'Ordinary Maternity Leave', the last 26 weeks as 'Additional Maternity Leave'. The earliest leave can be taken is 11 weeks before the expected week of childbirth. Employees must take at least 2 weeks after the birth.

All female employees are entitled to 26 weeks maternity leave, during which time the contract of employment continues. There is no qualifying period of employment for Ordinary Maternity Leave, but a pregnant employee is required to notify the manager

of her intention to take maternity leave by the 15th week before her expected week of confinement. The 26 week maternity leave may not commence before the 11th week before the expected week of confinement. The employee has a right to return to employment before the end of the 26 week period, though not within the first two weeks of giving birth, but must give at least 28 days notice of her intention to return. The employee has a right to all of the contractual benefits of employment during the 26 week period. She does not have to be paid her basic salary, although she may be entitled to Statutory Maternity Pay.

The amount of statutory maternity pay (SMP) an employee is entitled to receive depends on the date the baby is expected to be born (not the date the baby is actually born). To qualify for this she must:

- ✿ be on the playschools payroll
- ✿ give the manager the [correct notice](#) (currently 28 days)
- ✿ give the manager proof they're pregnant (doctors letter or MATB1).
- ✿ have worked for you for at least 26 weeks up to the 'qualifying week' - the 15th week before the expected week of childbirth
- ✿ earn at least £109 a week (gross) in an 8 week 'relevant period'

Calculate an employee's qualifying week, relevant period, notice period and maternity pay using the [SMP calculator](#).

Statutory Maternity Pay is payable for 39 weeks, the first six weeks of which are paid at 90% of average weekly earnings and the remainder at the lower statutory level.

All female employees are entitled to 26 weeks Additional Maternity Leave, and the right to return to work. The employee is not required to give her employer notice of return. She may simply return on the first day after the end of the 52 week period. Employees who wish to return to work before the expiry of leave must give eight weeks notice in writing of the intention to return. There cannot be a gap between Ordinary and Additional Maternity Leave. Additional Maternity Leave is usually unpaid.

All pregnant employees are entitled to paid time off for ante-natal appointments. However, the timing of these appointments may be discussed with the employee to ensure adequate cover for the setting.

During maternity leave, the setting can make contact with the employee (and vice-versa), as long as the amount and type of contact is not unreasonable. It is good practice to keep the employee informed of any relevant promotion opportunities or job vacancies that arise.

The employee may, by agreement with the setting, work up to 10 days, known as keeping in touch days during the maternity leave period as long as she and the manager have agreed for this to happen and the terms and conditions of this. Both

the employee and the setting have the opportunity to turn down ‘keeping in touch days’.

The employee has a right to:

- Not be dismissed or made redundant in preference of others on the grounds that she has given birth.
- Have a risk assessment during pregnancy.
- Request alternative work so that any risks to the expectant mother and baby can be avoided.
- To be paid whilst on suspension on maternity grounds, if health and safety measures cannot be complied with.

Further guidance for Employment can be found in the Recruiting and Managing Employees guide. We also seek advice from ACAS. Warwick Community Association also pays Peninsula for HR support.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in January.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsibility for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.