



## PUDDLEDUCKS Nursery & Pre-School

### EMPLOYMENT POLICY

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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 & 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 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 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.

- 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.
- All regular visitors offering services to the setting will be required to hold an Enhanced DBS certificate.
- 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, including Directors and manager.

#### ***Training and staff development***

- Our Manager and Supervisors hold the NVQ level 3 in Child care learning and development or an equivalent or higher qualification and a minimum of half of our staff hold NVQ level 2 Certificate in Child care learning and development or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers
- Our setting budget allocates resources to training. All staff, who are in daily contact with children are required to have the following certificates as a minimum (reviewed and updated where necessary)
  - First Aid (12 hour paediatric)
  - Food Hygiene
  - Child Protection (online training) level 1
- We provide staff induction training in the first four weeks of employment. This induction includes our Health and Safety Policy, Safeguarding Children & Child Protection Policy and Confidentiality 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 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.

### ***Managing staff absences and contingency plans for emergencies***

- Our staff on term time only contracts take their holiday breaks during school holidays (based on Puddleducks term time calendar). The Manager will organise staff annual leave for those personnel on all year contracts 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 taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences and will call upon our Manager and or Bank Staff when available to satisfy the ratios needed.