



Bishops Nympton Primary School

Pre-School Employment

Policy and Procedures 2017-18



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 Disclosure and Barring Service 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. This is in accordance with the Exmoor Link Federation Equality Policy and Procedures.
- 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 on obtaining references and DBS record checks through the Disclosure and Barring Service 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 – whether received before or at any time during their employment with us. Staff must disclose with they live in the same household as another person who is disqualified or because they live in the same household where a disqualified person is employed.

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.
- We will make a referral to the DBS where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.
- Ofsted will be informed of the disqualification of an employee within 14 days.

Changes to staff

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

Training and staff development

- Our setting leader and deputy hold the NVQ Level 3 in Children's Care, Learning and Development which is equivalent to CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff and volunteers as appropriate.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes their roles and responsibilities, emergency evacuation procedures, safeguarding, child protection, equality policy and health and safety issues. 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. This is carried out following the Exmoor Link Federation safer recruitment procedures.

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 take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the line manager with sufficient notice.
- 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 and Exmoor Link Federation Personnel policies
- We have contingency plans to cover staff absences, as follows:
Appropriately trained staff members are used from within the federation or supply banks. (These staff members have been DBS checked).

This policy was adopted at the full meeting of	Exmoor Link Federation
	Governor Board
Held on	<u>01.02.17</u> (date)
Date to be reviewed	<u>02.18</u> (date)
Signed on behalf of the Governors	<u>Tim Gurney</u>
Role of signatory (e.g. chair/owner)	<u>Executive Head Teacher</u>

Childcare Act 2006 - section 75

Safer recruitment in education DfES (2007)

Staffing Matter EYCS (2012)

Safeguarding Vulnerable Groups Act 2006