



Bowes Pre-School & Holiday Club

2.1 Employment Policy

Safeguarding and Welfare requirement: Suitable People

Bowes Pre-school must ensure that people looking after children are suitable to fulfil the requirements of their roles.

Bowes Pre-school meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that all our staff are appropriately qualified and experienced. We also carry out checks for criminal records through the Disclosure and Barring Service, in accordance with Ofsted requirements.

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 use Ofsted guidance on obtaining references and enhanced criminal 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.

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.

Changes to staff

- We inform Ofsted of any changes to the person responsible for the setting

Training and Staff development

- Our setting Manager and Deputy will hold a CACHE Level 3 Certificate in Children and Young People's Workforce or an equivalent or higher qualification and a minimum of half of our staff will hold the CACHE Level 2 Certificate for Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-house training to staff.
- 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 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 the 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

- Staff will take their holidays in accordance with their contract of employment.
- Where staff may need to take time off for any reason other than sickness or training, this is agreed with the Manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we will organise cover to ensure that ratios are maintained.
- Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment
- We have contingency plans to cover staff absences, such as using other staff members to cover or using staff from a list of casual employees.

Legal Framework

Safeguarding Vulnerable Groups Act (2006)

Further Guidance

Recruiting and Managing Employees (2011)
Employee Handbook (2012)

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- (Chairperson)

Print Name: Date:

Signed:- (Manager)

Print Name: Date:

Review date: