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Suitable People

Employment

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry out DBS checks in accordance with statutory 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 roles and responsibilities.
- We welcome applications from all sections of the community and applicants will only be considered on the basis of their suitability for the post.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS for staff and volunteers who will have unsupervised access to children.
- 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.

Disqualification

- Where we become aware of any relevant information which may lead to disqualification of an employee, we will take appropriate actions to ensure the safety of the children. In event of disqualification that member of staff will have their employment terminated.

Changes to staff

- We will inform Ofsted of any changes to management in the setting

Training and staff development

- All staff that are employed in the setting will hold a qualification of at least a level 2 or 3 or be working towards this?
- We provide regular in-service training to all staff.
- Our setting budget allocates resources to training.
- We provide staff induction within the first week of employment.
- 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 they seek further medical advice.
- Staff medication will be securely stored and kept out of reach of children at all times.
- If we have any reason to believe a member of staff is under the influence of alcohol or other substances they will not be allowed to work with children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Laura Arnold will organise staff annual leave so that ratios are not compromised.
- Where staff are unwell we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action taken where necessary,
- We have contingency plans to cover staff absences, including using part-time staff who are not working and also any staff who are not in ratio.

Student Placements

- We recognise that qualifications and training make an important contribution to the quality of the care and education provided. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training, or school pupils on work experience. We aim to provide students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.
- We require students to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out.
- We require students to have sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools to vouch for students' character (under the age of 17) and do not allow them unsupervised access to the children.
- Students on short term placement are not counted in ratio.
- Trainee staff employed by the setting and students over the age of 17 may be included in ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our Confidentiality Policy.
- We co-operate with students' tutors in order to help students to fulfil the requirement of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the child paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in genuine early years training which provides the necessary background understanding of children's development and activities.