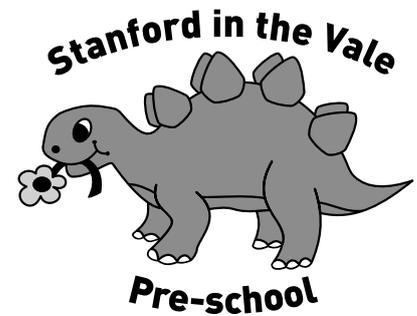


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



2.1.5 - STAFFING AND EMPLOYMENT POLICY

Revised February 2018

Statement of Intent

At Stanford in the Vale Pre-school, we meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Our staff 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. We aim to ensure that children and their parents are offered high quality Pre-school care and education, and we adhere to legal ratio requirements.

Procedures:

Ratios:

- We have at least one member of staff to 8 children for children over 3, and 1 member of staff for every 4 children aged 2 to 3.
- We have a minimum of two staff/adults on duty at any one time; one who must hold an approved level 3 qualification.
- We will have at least 50% of staff qualified to an approved Level 2 and have a Manager/ Deputy/Room Leader or staff member present in setting who is qualified to an approved Level 3 or above.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold termly staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Safe Recruitment and staff vetting:

Stanford Pre-school recognises that ANYONE may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/employees should complete a basic application form, which gives two confidential references. One of which must be current childcare employer. If candidate has not worked in childcare before they must submit a character referee in addition. These referees will be sent a reference request to complete. This will ask if there are any Disciplinary issues on file and whether there is any reason why the person would not be suitable to work with children.
- Before interview candidates will be sent a copy of our Safeguarding policy to read as questions may be asked about it in interview.
- All volunteers/employees working with children should complete a DBS check application form. The application form will elicit information about an applicant's past and a self-disclosure about any previous criminal record. In addition, at interview, candidates will be asked about any disciplinary actions taken against them and any previous convictions.

- We use Early Years Foundation Stage and Ofsted guidance on checking the suitability of staff and volunteers who may have unsupervised access to children.
- We do criminal record checks through the Disclosure and Barring Service. 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.
- We keep all records relating to staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the DBS certificate.
- Pre-school Directors are registered with OFSTED and have to complete a DBS check..
- Where an individual is subscribed to the DBS Update Service, we carry out a status check of their DBS certificate, after checking the 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 obtain consent from 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. This is done annually.
- 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.
- Where we become aware of any relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of the children. In the event of disqualification, that person's employment will be terminated.
- All volunteers/employees will undergo an interview, spend some time being observed in setting and have a complete induction process during which:
 - A check should be made that the DBS application form has been completed in full (including sections on criminal records and self-disclosures);
 - Qualifications should be substantiated where necessary;
 - The Job and Person Specification should be clarified;
 - They should sign to say they have read all policies, and should have the following Policies explained to them in full along with any Risk Assessments that are carried out– Safeguarding Children (Child Protection) Policy, Health & Safety Policy, Equality & Diversity policy, Volunteers Working or Helping at Pre-school Policy.
 - They will be required to complete the OSCB online Introduction to Safeguarding course during their first week of employment if they have not completed any other Safeguarding training.
 - Complete a declaration of Disqualification by Association.
 - They will also read and sign Annexe A of Keeping Children Safe in Education during their first week of employment.
 - All staff will read and sign the Staff Code of Conduct
- Staff newly appointed in role, are subject to a probationary period.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We are committed to the fair treatment of staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/ mental disability or offending background.
- We ensure all 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 marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements that are not justifiable.
- In accordance with The Equality Act (1 October 2010), we do not ask questions relating to an applicant's health prior to a job offer. We do not ask how many days sickness absence an applicant has had on either the application form, at interview, as part of the reference request or informally in the pre-offer part of the selection process.

Staff taking medication/other substances:

- If a member of staff is taking medication that 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 the reach of 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.

Changes to Staff:

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

Training and staff development:

- We ensure the Pre-school Manager, Deputy and Room Leader hold a Level 3 qualification and a minimum of half of our staff hold a level 2 qualification deemed relevant and appropriate by the Qualifications Audit Tool;
- We endeavour to ensure our budget allocates resources for training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and procedures and Safeguarding Children (Child Protection) Policy and procedures. Other policies and procedures will be introduced within an Induction Training programme. All staff must complete the OSCB basic online Safeguarding course during their first week of employment if they have not completed any other Safeguarding training
- All staff have job descriptions, which set out their roles and responsibilities.
- We support the work of our staff by holding annual appraisals and/or supervision meetings each term.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We provide regular training to all staff and volunteers through the PSLA or other external agencies.

Managing staff absences and contingency plans for emergencies

- During term times, our staff take their holiday break 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 manager and committee 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 and those providing cover have a current DBS.
- 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, as follows: In the first instance, and where possible, other staff members should be contacted to see if they are available to provide cover. If this is not possible a current committee member who has a current DBS can cover and can then be included in the adult/ child ratios.

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner)
