

2.1 Employment

Policy statement

Hempstead Pavilion Playgroup Ltd 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 and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Vetting Process

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- 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.
- All prospective staff must apply using our standard application form. A job descriptions will be sent out with the application form, which set out the roles and responsibilities for the position applied for.
- Every candidate will be expected to answer honestly on a separate sheet of paper whether they have any Criminal records and if they have ever been; registered on the Protection of children Act List (PoCA), register on the Protection of Vulnerable Adults List (PoVA), register under Section 142 of the Education Act 2002 those considered unsuitable for, or banned from working with children and whether they have a history of substance abuse. This disclosure will be sealed by the applicant and remains sealed until the end of the application process. DBS will be informed if applicant is barred or has relevant convictions.
- The applicant will then be asked to attend at least one interview. Interview will be held by the company Directors. All interview notes will be kept in accordance with our Data retention policy (GDPR).
- Successful applicants will be invited to attend a supervised session with the manager. Further discussion about the role and training will be outlined.
- 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 a minimum of two references (we write to and call each referee) 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 the manager will 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 selection

- Any offer of employment is conditional upon and subject to the receipt of satisfactory references, evidence of your eligibility to work in the United Kingdom and successful completion of a three-month probationary period.
- Any offer is also subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service; the Playgroup will request a new enhanced disclosure.
- Once the staff member has received their satisfactory DBS check they have 19 days from date of issue to sign up to the DBS update service (annual subscription to this service is mandatory; cost of subscription is covered by the setting). All staff are expected to keep their subscription to this service up to date, failure to keep the service updated will result in the cost of a new DBS being covered by the staff member.
- 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.
- New staff members will be expected to sign a 'Disqualification self-declaration form', declaring they are suitable to work with children and understand their safeguarding responsibilities.
- If a prospective candidate has been previously disqualified but has been issued a waiver by Ofsted, we will ask for proof of the waiver and will confirm its validity with Ofsted.
- All identities and qualification documentation will be checked.
- New staff members are expected to read, sign and adhere to a Code of Conduct.
- All staff will be required to read and sign to say they understand and will adhere to all Safeguarding Policies and Procedures.
- Our 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 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.
- New members of staff are allocated a mentor within their probation period.
- All staff are provided with a copy of our staff handbook.
- All new member of staff will be expected to attend an induction before they commence work at the setting.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person and Directors

Training and staff development

- Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our budget allocates resources to training.
- We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- New members of staff are allocated a mentor within their probation period.
- 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. Our 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 our 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 a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our 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 the individual's contract of employment.

Legal Framework

Health and Safety at Work regulations 1992

Every Child Matters 2003

Protection of Children Act 1999

Safe Guarding Vulnerable Groups Act 2006

Childcare Act 2006

Working together to Safeguard Children 2015

Disclosure and Barring service

ACAS

General Data Protection Regulations GDPR (2018)

Links to other policies

Safeguarding and child protection policy, employee handbook, confidentiality policy

Links to EYFS Statutory Framework

Suitable people 3.9-3.18

Links to EYFS key themes and commitments

1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Well-being 2.1 Respecting Each Other 2.3 Supported Learning 3.2 Supporting every Child 3.4 The Wider Context

This policy was adopted by

Hempstead Pavilion Playgroup Ltd

On

25th May 2018

Date to be reviewed

31st July 2019

Signed on behalf of the provider

Name of signatory

Joanne Jarrett

Role of signatory

Director