



## Suitable People Policy

### 2.1 Employment

We follow Devon County Council Early Years & Childcare Service guidance on safer recruitment, employment procedures & staff management using their “Staffing Matters” document and policies and templates from their website. Further details at:

<https://www.devonchildrenandfamiliespartnership.org.uk/board/#>

Further more detailed policies on staff management and safeguarding in relation to staff duties and internet, camera and mobile phone use can be found in our separate “Staff Management” and “Safeguarding” files. Staff job descriptions and contracts, outline each staff member’s role and the Appendixes to the contracts outline the procedures which will be followed in the case of grievances, gross misconduct and disciplinary proceedings. Expected standards of professional behaviour are also outlined.

#### 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 Criminal Records Bureau / Disclosure and Barring Service (December 2012 onwards) 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.
- All staff are issued 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 enhanced criminal record checks through the Disclosure & 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 CRB / DBS check. Staff have individual staff files with their details plus course certificates etc, which are kept in the secure filing cabinet.
- DBS checks should be regularly reviewed and reapplied for as required.

- 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 in the person responsible for our setting.

#### *Volunteers*

We welcome volunteers from all walks of life to help at Widecombe Pre-school and appreciate the contribution that they bring. We work towards equality of opportunity by using non-discriminatory procedures for volunteer selection. Applications to volunteer will be considered on the basis of a person's suitability to working within the preschool and what role they are offering to take, regardless of their ethnic origin, age, gender, religious belief, sexual orientation or marital status. The preschool reserves the right to refuse an application to volunteer if there is no appropriate role available. The availability of volunteer roles will be at the discretion of the supervisor and management committee. We use Ofsted guidance on obtaining enhanced criminal records checks through the Disclosure and Barring Service for all volunteers, whatever role they take at preschool.

When completing the form, volunteers are requested to pay careful attention to disclosing any convictions as laid out in the relevant section of the form. If a disclosure is returned with a criminal conviction on it, it does not necessarily bar a volunteer from helping at Preschool. The application to volunteer will be passed to a discretionary panel made up of the Committee office bearers who will make a decision on the suitability of the volunteer, based on the nature of the conviction and the role applied for. The information shared by the applicant will remain strictly confidential and any copies of the original disclosure will be destroyed following the decision. References may also be requested before a volunteer begins to help at the Preschool. Volunteers should expect to be respected as any other staff member in the setting and will have the support of the committee and be invited to attend events and meetings as they occur.

### *Volunteer Conduct*

- Volunteers are expected to behave appropriately at all times within the setting and will be under the supervision and guidance of the supervisor. Induction briefing and information will be provided.
- Volunteers should be familiar with the settings policies and procedures and undergo any necessary training especially with regard to safeguarding and health and safety.
- Volunteers will be expected to fulfil their role/duties without distraction or detriment to the roles of the other staff.

### *Training and staff development*

- Our setting leader and deputy hold the Council for Awards in Care, Health and Education (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 - whether paid staff or volunteers as detailed above.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment –see policy 3.1. 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 must inform the supervisor if they are taking prescribed medication.
- 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 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.
- We have a list of trained staff for contacting that may be able to cover staff absences.

This policy was adopted at a meeting of Widcombe Preschool  
Held on \_\_\_\_\_ (date)  
To be reviewed \_\_\_\_\_  
Signed on behalf of the management committee \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Other useful Pre-school Learning Alliance publications**

- The New Early Years Employee Handbook (2016)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)