



Waltham Pre-School

Employment

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 Disclosure and Barring Service (DBS) 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 have job descriptions, which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applications 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 (DBS) 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 DBS.
- 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.
- Staff are welcome to bring their own children to Waltham Pre-School and discounts are offered. Staff do not work in the same room as their child, this may be reviewed on an individual basis with the child's best interest being the main factor for consideration.

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 our setting.

Training and Staff Development

- Our settings managers and deputy hold the CACHE Level 3 Diploma in Children and Young People's Workforce or an equivalent or higher qualification and a minimum of half our staff hold the CACHE Level 2 certificate Children and Young People's Workforce or an equivalent or higher qualification.

- We provide training to all staff – whether paid staff or volunteers – through the Pre-School Learning Alliance and external agencies.
- Our setting budget allocates resources to training.
- 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 through our Team Handbook.
- 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 or 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 children, they will not be allowed to work with the children and further action will be taken.

Managing Staff Absences and Contingency Plans for Emergencies

- Our term time only staff, will take their holidays during school holidays. All year-round staff will take their holidays during school holidays and organised by management to ensure ratios are not compromised. Where staff need to take time off for any other reason than sick leave or training, this must be agreed with the management with sufficient notice.
- Sick leave is monitored, and action taken where necessary, in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:
 - Rooms have generous ratios.
 - Deploy staff from other rooms that are over staffed.
 - Use part-time staff.
 - Managers take the role of practitioner.