

St Michael's Pre-school

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

Employment

2.1 Employment

(Including suitability, contingency plans, training and development)

Policy Statement

We meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage to ensure our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosing and Barring Service (DBS) in accordance with statutory requirements.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

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. Applicants will be considered on the basis of their suitability for the post, regardless of disability, marital status, civil partnerships, age, gender, culture, religious belief, ethnic origin, pregnancy and maternity, sexual orientation or gender reassignment. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- 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 references and ensuring they have a satisfactory enhanced

criminal records check with barred list(s) check through the Disclosure and Barring Service (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 we 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 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. We actively provide an opportunity for disclosure at each supervision meeting.
- We require that all our staff keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us. Pre-school will reimburse the cost of the annual DBS update service on receipt of a completed funding expense form. Failure to keep their DBS subscribed to the update service will result in staff needing to obtain a new DBS at their own cost.
- 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
- 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.
- We will cover the costs of any new DBS checks required, including the annual update service subscription. In the event that employment is terminated either by staff, or St Michael's Pre-school on the grounds of misconduct or gross misconduct, within 12 months of employment, we reserve the right to recover DBS costs from the employee and this amount will be deducted from final wages.
- Staff do not have to repay any costs if employment is terminated through no fault of their own (e.g. redundancy)

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 our Registered Person (trustees) and/or our manager.

Training and staff development

- Our setting leader and deputy hold at least the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and a minimum of half of our staff 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 staff - whether paid staff or volunteers
- 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 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.
- In the event that employment is terminated either by a staff member, or St Michael's Pre-school on the grounds of misconduct or gross misconduct, within 12 months of a training course being taken, the Pre-school reserve the right to recover all training costs accrued and this amount will be deducted from final wages.
- Staff do not have to repay any costs if employment is terminated through no fault of their own (e.g. redundancy)

Staff taking medication/other substances

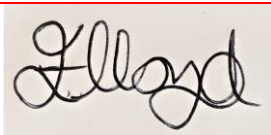
- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff 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. Please refer to policy 2.4 Staffing, absence and leave.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. Please refer to policy 2.4 Staffing, absence and leave.
- Sick leave is monitored, and action is taken where necessary in accordance with the contract of employment. Please refer to policy 2.4 Staffing, absence and leave.
- We have contingency plans to cover staff absences, as follows:

Staff inform the leader or deputy of their absence 7.30 am at the latest on the day of their absence. In the first instance, members of staff, not already working the sessions to be covered, are offered the additional session. If no regular staff are available to cover, committee members listed on the 'emergency cover list' are contacted and cover is arranged.

This policy was adopted at a meeting of	St Michael's Pre-school	
Held on	21/09/21	(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory	Ellena Lloyd	
Role of signatory (e.g. chair/owner)	Committee Chair	

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)