



## **Employment Policy**

St Marks Pre-school meets the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that the practitioner team and volunteers are appropriately qualified, and checks are carried out for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

### **Vetting and staff selection**

- The pre-school works towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All practitioners have job descriptions, which set out their roles and responsibilities.
- The pre-school welcomes 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 the pre-school imposing conditions or requirements that are not justifiable.
- The pre-school follows 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 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 pre-school carries 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.
- The pre-school keeps 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.
- Each pre-school practitioner is expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children – whether received before, or at any time during, their employment with the pre-school.
- The pre-school obtains consent from practitioners and volunteers to carry out ongoing status checks of the Update Service, if they are signed up to it, to establish that their DBS certificate is up to date for the duration of their employment with the pre-school.

- Where the pre-school becomes aware of any relevant information that may lead to the disqualification of an employee, the pre-school will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with St Marks Pre-school will be terminated.

#### **Notifying Ofsted of changes**

- The pre-school informs Ofsted of any changes to the Registered Person to the provision including the manager.

#### **Training and staff development**

- The pre-school manager and room leaders hold an appropriate Early Years qualification at a minimum of level 3 or above. At least half of the practitioner team hold an appropriate Early Years qualification at a minimum of level 2 or above.
- The pre-school provides regular in-service training to the practitioner team and bank staff through in-house training or external agencies.
- The pre-school budget allocates resources to training.
- The pre-school provides practitioners and bank staff with induction training in the first week of their employment. This induction includes the pre-school's Health and Safety Policy and Safeguarding Policy. Other policies and procedures are introduced within an induction plan.
- The pre-school supports the work of the practitioners by holding regular supervision meetings and appraisals.
- The pre-school is committed to recruiting, appointing and employing practitioners in accordance with all relevant legislation and best practice.

#### **Staff taking medication/other substances**

- If a member of the practitioner team is taking medication that may affect their ability to care for children, the pre-school ensures that they seek further medical advice. Practitioners 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.
- Any medication taken by practitioners on the premises will be stored securely and kept out of reach of the children at all times.
- If the pre-school has reason to believe that a member of the practitioner team 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**

- The practitioner team are contracted to work term-time only and so take holiday when the setting is closed. Where a practitioner may need to take time off for any reason other than sick leave or training, this is agreed with the manager and committee staff representative with sufficient notice.
- The pre-school has a contingency plan to cover staff absences, as follows:

- Part-time practitioners will be asked if they wish to work extra hours.
- Bank staff will be contacted.
- Practitioners will be asked to work flexibly across both rooms.
- The manager will go in to numbers.
- Parents will be asked to volunteer.
- In the event of the pre-school being unable to maintain the appropriate adult: child ratios the pre-school may be partly or wholly closed.

This policy was adopted at a meeting of the pre-school held on ..... (date)

Signed on behalf of the pre-school .....

Also see: Valuing Diversity and Promoting Inclusion and Equality