



Safeguarding and Welfare Requirement: Suitable People

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 ensuring that our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau 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. 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 Criminal Records Bureau for staff and volunteers who will have unsupervised access to children. 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 employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and the unique reference number from the DBS certificate.
- Staff and volunteers 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.
- An employee will be disqualified if s/he lives in the same household as another person who is already disqualified or if s/he lives in the same household where a disqualified person is employed.
- We will notify OFSTED of any significant event which is likely to affect the suitability of any person who is in regular contact with the children in our setting. The notification will be made as soon as reasonably practical, but at least within 14 days of being made aware of the information.

Supervision

- We provide effective supervision of staff to foster a culture of mutual support, team work and continuous improvement which encourages the confidential discussion of sensitive issues.
- The staff are provided opportunities to discuss any issues particularly concerning children's development or well-being, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.
- We maintain Individual Supervision Records.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.



Training and staff development

- Our setting Manager holds a Montessori International diploma and also a level 3 NVQ in child care. At least half of our staff hold the Montessori Diploma (Level 4).
- We provide regular in-service training to all staff - whether paid staff or regular volunteers – through in-house training days, Bromley Council and external agencies.
- Our setting budget allocates resources to training.
- We provide extensive staff induction training in the first four weeks of employment to help the staff to understand their roles and responsibilities. The induction training includes information about emergency evacuation procedures, our Health & Safety Policy, Safeguarding Children and Child Protection Policies.
- We support the work of our staff by holding regular staff meetings, supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We support our staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

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 in writing and 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 contingency plans to cover staff absences, as follows:
 - We use a bank of volunteers
 - We use parent helpers
 - We use registered agencies

Other useful Pre-school publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2016)
- People Management in the Early Years (2016)

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.