EMPLOYMENT & SAFER RECRUITMENT

(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 Disclosure and Barring Service 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 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 and EYFS guidance on obtaining references and enhanced criminal records checks through the Disclosure and 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. New employees will NOT start work until satisfactory references and a clear DBS has been received.
- 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 DBS check. All staff are expected to sign up to the DBS Update Service.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings, against themselves, which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.

Induction

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers.
  - Familiarising with the building, health and safety, and fire and evacuation procedures.

- Ensuring our policies and procedures have been read and are carried out.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.

- The induction period lasts at least two weeks. The manager inducts new staff and volunteers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

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.

Training and staff development

- Our Nominated Responsible Person/Manager holds the Advanced Apprenticeship in Children's Care and Development. We have one staff member who holds a Qualified Teacher status (specialising in Early Years), one staff member holds a Level 5 qualification, one staff member holds a Level 3 qualification and two staff members hold a Level 2 qualification (one of whom is working towards a Level 5 and the other is working towards Level 3) and two unqualified members of staff. We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance, Noodlenow and our Local Authority 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 within an induction plan.
- We support the work of our staff by holding regular supervision meetings.
- 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 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

- In term time only settings, 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.
- Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.
- We have contingency plans to cover staff absences. Most staff work part-time and are willing, when possible, to cover the absence of their colleagues. We also have one bank member of staff.

This policy was reviewed and updated on the: September 2026

By: St Michael's Pre-School