



Safe Staff Recruitment and Suitability Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

We employ suitable staff, offering equality of opportunity and using non-discriminatory procedures for selection and recruitment. We welcome applicants from all sectors of the community, regardless of marital status, age, gender, cultural beliefs, ethnic origin, sexual orientation or additional needs.

Procedures

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. Clear guidelines are followed for recruitment to ensure the process is fair and equitable, and compliant with current regulations.
- All positions shall be advertised internally initially. If no suitable person is found, the position is then advertised externally using a suitable method.
- All applicants will complete an application form prior to an interview being offered. Completed applications are treated in the strictest confidence.
- Applicants will not be placed at a disadvantage by imposing conditions or requirements that are not justifiable.
- All applicants are required to attend an in-house play session prior to their interview.
- The interview will take place with the manager of the setting. The manager will use a list of previously agreed questions and scenarios to ascertain the applicant's suitability for the position advertised. Full notes of the interview will be taken and retained.
- If the setting manager has more than a professional relationship with the applicant this is to be stated. It may be appropriate for the manager to step down and an alternative person put into place to conduct the interview.
- If the applicant is successful, a minimum of two references are to be obtained.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Kent County Council DBS 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). The job offer is subject to obtaining the references and the checks being carried out.
- All roles have job descriptions, which set out duties and responsibilities, and reporting lines.
- 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 check, and the staff member who applied for it.

- 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.

Ongoing Suitability

- All staff are responsible for notifying the manager in person if there are any changes to their circumstances that may affect their suitability to work with children. This includes any incidents occurring outside the pre-school or involving people they live in a household with. Staff will face disciplinary action should they fail to notify the manager immediately. The Manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any 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 immediately, and relevant action will be taken in accordance with local and national guidelines.
- All members of staff will update a health questionnaire during supervisions to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions/review meetings. Managers may require this to be done more regularly where health circumstances change.

Staff Training and Development

- St Peter's Busy Bees Pre-school will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children. All staff will have access to opportunities for learning and development, enabling them to perform to the best of their ability.
- All staff, upon paid employment, are enrolled to complete the basic child protection training, if not completed within the last three years by a local authority approved training provider.
- We provide initial 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 the induction plan as stated in the offer of employment.
- We provide regular in house training to all staff - whether paid staff or volunteers.
- Our setting budget allocates resources to training on a school year rolling period.
- Resources are then allocated to regular training e.g. First aid that needs to be re-

covered. Then using the information gathered from staff supervision meetings, and requirements of individuals and groups of children within the setting, training courses are sourced and allocated to appropriate staff members.

- Every member of staff will have a termly supervision meeting and a formal appraisal annually. This will provide an opportunity for the member of management and member of staff to identify and discuss training and development needs for the following term, as well as evaluate and discuss their performance in the previous term.
- The manager and deputy manager will be responsible for any support the staff team may need between these supervisions. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.
- All staff are expected to complete a summary of each external course they attend. This will detail the training they received and the impact this will have on their practise and the setting.
- Staff who are asked to take on extra responsibility are provided with the extra training to ensure they are up to date and hold a full understanding of all legislation and procedures.
- The designated safeguarding lead and safeguarding deputy will complete the appropriate designated safeguarding lead training, and this will be refreshed every two years. The designated staff will have regard to any updates and changes to legislation to keep all staff on the team regularly updated. All staff will have their knowledge refreshed and/or updated termly, with safeguarding being on the agenda for termly staff meetings.

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/we seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication will not impair their ability to look after children safely and in accordance with the statutory requirements as set out by the Department of Education.
- 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 in accordance with the disciplinary procedure.

Changes to staff

- We will inform Ofsted of any changes to the person responsible for our setting.
- We will inform Ofsted and the Charities Commission of any changes to our committee.