

Safeguarding and welfare requirement: Suitable people

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

2.1 Employment

(Including vetting, contingency plans, training and development)

Policy statement

We provide a staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. 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 rules and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basics of their suitability for the post, regardless of marital status, age, gender, cultures, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions of requirements that are justifiable.
- Employment selection is via a standard application form.
- We use Ofsted guidelines on obtaining references and enhanced criminal records check 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. DBS checks are regularly updated in line with ECC Safeguarding policy and we ensure that verification of personal identification of all possible candidates is held with photographic identification.
- All stages of the employment selection process are recorded and confidential records are kept.
- Face to face interviews are undertaken, gaps in employment are verified and two written references are taken up.
- 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 enhanced DBS check.
- 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.

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 and development

- Our setting co-ordinator and deputy hold the Level four relevant child care qualifications and staff qualifications are level two, three and four.
- We provide regular in-service training to all staff.
- Our setting budget allocates resources to training.
- We provide staff induction training the first term 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.

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 medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have any 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 children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- We organise staff annual leave so that ratios are not compromised.
- 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 the contract of employment.
- We have contingency plans to cover staff absences, as follows:
 - Part time staff will cover sickness.

Date checked and updated when required.	Date to be reviewed.		Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			

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2.2 Student placements

Policy statement

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experiences as well as health practitioners and social work students and students with S.C.I.T.

We aim to provide for students on placement with us experience that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 at all times and do not allow them to have unsupervised access to the children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

This policy was adopted at a meeting of **Stepping Stones play and learn group** (name of setting.)

Held on: **10th September 2013** (date)

Signed on behalf of management committee: **DMcWilliams**

Name of signatory: **Donna McWilliams**

Role of signatory (e.g. chair/owner): **Secretary**

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