

## General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.



## Suitable People

### 2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

#### Policy statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage 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.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

#### Procedures

##### *Ratios*

- To meet this aim we use the following ratios of adult to children:
  - children aged two years of age: 1 adult : 4 children; and
  - children aged three to five years of age: 1 adult : 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

##### *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, 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 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.
- 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 members and officers on the committee are required to complete a staff disqualification declaration. This confirms that neither they, nor anyone living in their household, have been disqualified from working with children.

#### *Changes to staff*

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

#### *Training and staff development*

- Our setting leader and deputy hold the CACHE Level 3 Diploma in Pre-school Practice, or an equivalent or higher qualification, and a minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice, or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Backnell Forest Early Years Training team, 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 and annual appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

#### *Managing staff absences and contingency plans for emergencies*

- The Ark Pre-school is a term time only setting, and 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.
- 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 a bank of supply staff, to cover absence of regular staff, who are familiar with our setting.

## **2.1a Safer Recruitment**

### **Policy statement**

The Ark Pre-School recognises the need to meet the requirements of the EYFS for child care in relation to safe recruitment. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation. All advertising and recruitment processes will be in accordance with our equal opportunities policy.

Advertisements will state that the position is subject to DBS enhanced disclosure and that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as "spent" under the Act.

In accordance with equal opportunities, a Curriculum Vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants.

In line with the EYFS statutory requirements, applications will only be sought from persons over the age of 17 years.

Each new member of staff will have a job description and contract of employment.

### **Procedure**

- A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience will be detailed. A job description and person specification will be also be sent, which will outline the responsibilities of the role.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.
- Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications. The interview will explore a candidate's suitability for the post.

- Suitable references and health declaration checks (if required) will also be sought prior to commencement of employment.
- All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken as part of pre-employment health screening.
- The successful candidate will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children within the nursery and a written risk assessment will be completed.
- Continued employment is subject to a satisfactory enhanced DBS disclosure, and adequate references.
- An employment contract will be completed for every new employee and must be agreed before employment starts.
- A full induction will be completed within the first week of employment, which will be documented.
- A performance review will take place with the new employee at regular intervals during the specified probationary period to ensure they are settling into the team and meeting the requirements of the post.
- An appraisal and review system is in place to support performance management. These will be held annually.

### Other useful publications

- Department for Education's *Keeping Children Safe in Education, July 2015*.

## 2.2 Induction of staff, volunteers and managers

### Policy statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about The Ark Pre-school, the families we serve, our policies and procedures, curriculum and daily practice.

### EYFS key themes and commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

## Procedures

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including management committee members.
  - Reading and understanding the safeguarding policies and procedures.
  - Familiarising with the building, health and safety and fire 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 two weeks. The manager inducts new staff and volunteers. The chairperson inducts new managers.
- 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.

## 2.3 Student placements

### Policy statement

The Ark Pre-school 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 experience.

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

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.4 The wider context	

## 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 Ark Pre-school to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to 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.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our Confidentiality, Mobile Phone and Photography policies.
- 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 AGM for The Ark Pre-school

Held on 14<sup>th</sup> July 2016

Date to be reviewed July 2017

Signed on behalf of the management committee



Name of signatory Phyllida Dewes

Role of signatory (e.g. chairperson) Chair Person