

### 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 Criminal Records Bureau 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 : 5 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 all staff and volunteers with unsupervised access to children will have enhanced clearance through Disclosure and Barring Services checks. 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 issue date and number of the enhanced DBS check.

#### *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 at least the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification, or above, 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 continuous professional development to all staff, through in-person and online courses. Our setting budget allocates resources to training.
- Staff attend regular network meetings to give updates on current government guidelines and best practice within their specialist areas.
- All staff members will receive safeguarding training at least annually, and our safeguarding leads will receive advanced training every 2 years, feeding back this training to other staff.
- All permanent staff receive paediatric first aid training every 3 years.
- 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 in extenuating circumstances, other than sick leave or training, this is agreed with the manager and/ or Committee Chair 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 do not require staff to isolate if they test positive for Covid. Any updated regulations would be followed but under current guidance, staff members are able to work if they feel well enough to do so.
- We cover staff absences with permanent staff working additional sessions or swapping working days or a bank of supply staff who are familiar with the 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 an enhanced check through the Disclosure and Barring Service 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 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 check, 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. The appraisals will be held annually, with a review meeting mid-year.

## 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

A Unique Child

Positive

Enabling

Learning and

	Relationships	Environments	Development
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.
  - 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.
  - Reading and signing of the confidentiality agreement and subsequently 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 takes place over two weeks. The manager inducts new staff and volunteers. The Committee Chair will complete induction with a new manager.
- 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	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, ensuring they do not 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 policy.
- We co-operate with students' tutors to help students to fulfil the requirements of their course of study.
- At the first session of their placement, we provide students 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 of The Ark Pre-school

Held on

10<sup>th</sup> July 2023

Date to be reviewed

July 2024

Signed on behalf of the management committee

Role of signatory (e.g. chair/owner)

Chair

## **Other useful publications**

- Department for Education's *Safeguarding children and safer recruitment in education*