



Safer Recruitment Policy

Safeguarding and Welfare Requirement: Suitable People

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

Policy statement

We provide a staffing ratio in line with the Safeguarding and 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.

Procedures

Ratios

- To meet this aim, we use the following ratios of adult to children:
 - children aged one year of age: 1 adult : 3 children
 - children aged two years of age: 1 adult : 4 children
 - children aged three to seven years of age: 1 adult : 8 children

However, we try always to exceed these ratios to offer excellent learning opportunities to the children, a supportive and mentoring environment for staff, and flexibility to parents.

- A minimum of two staff 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 works with parents and colleagues for the child's wellbeing and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress, both informally and formally as needed. The key person will be supported by the Manager or another experienced member of staff as needed.
- We hold regular staff meetings to undertake planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Vetting and staff selection

- We offer 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 are considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, 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.
- 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. Staff sign a declaration regarding this, stating their understanding and compliance.

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. We will inform Ofsted of any such information.
- We ensure that all staff and volunteers working in this setting are not disqualified from doing so under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All staff are required to complete and sign a declaration regarding this. This is in accordance with the Statutory Guidance Keeping Children Safe in Education, 2019.

Training and staff development

- Our Manager holds the Level 3 Diploma in Pre-school Practice or an equivalent qualification, and a minimum of half of our staff hold the Level 2 qualification or higher.
- We provide regular training to all members of the team including our volunteers, allocating a budget for this.
- We provide a full staff induction in the first week of volunteering or employment which includes; our Health and Safety Policies, Safeguarding Children Policies and more. Staff are required to complete a number of declarations and complete regular training, alongside e-learning, to ensure their safeguarding knowledge and skills, amongst others, are up to date. We have an induction plan which continues over the course of the probation period.
- We support the work of our staff by holding half termly supervision meetings, team meetings and peer observations.
- 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 (other than prescribed medication) that may affect their ability to care for children, they will be immediately suspended from the setting and escorted off the premises, pending an investigation.

Managing staff absences and contingency plans for emergencies

- As a term time only setting, 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 may be agreed with the manager with sufficient notice, and in exceptional circumstances. This can only be agreed if suitable cover is available to maintain ratios.
- 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:
 - invite staff to work additional days/sessions
 - contact our Bank Staff
 - contact Committee members
- Ofsted are informed of any changes to the responsible or nominated person, and as required.

This policy should be ready in conjunction with our Equal Opportunity policy, Safer Recruitment Policy and guidelines, and the Staff Code of Conduct. Further information is available at <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#about-this-guidance> , updated 31 August 2018.

This policy is reviewed annually, or as deemed necessary.

Policy reviewed and updated 18th May 2021

Signed Helen Roberts