

Aclet Close Nursery School

Safeguarding and Welfare Requirement: Suitable People

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

Employment (including suitability, contingency plans, training and development)

Policy statement

We meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage, ensuring our staff are appropriately qualified, and we carry out Disclosure Barring Service checks 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 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 disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. 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 Barring Service for staff and volunteers who will have access to children.
- We keep records relating to employment of staff and volunteers, in particular those demonstrating that checks have been completed, 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.

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 the Nursery.

Training and staff development

- Our staffing structure meets with Ofsted requirements
- We provide regular in-service to all staff
- Our setting budget allocates resources to training
- We provide a thorough staff induction that includes our Health and Safety, Safeguarding and Child Protection policies
- We support the development of our staff through performance management throughout the academic year
- We are committed to recruiting, appointing and employing staff in accordance with 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 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 that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Our staff are employed term time only and take their holiday breaks when the Nursery is closed. Where staff may need to take time for any reason other than sick leave or training, this is agreed with the Head Teacher, with sufficient notice.
- 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:
 1. A part time member of the Nursery team may cover
 2. We employ our own 'casual' staff
 3. We use Clockwork Education supply agency, who have stringent safeguarding procedures

Policy adopted: October 2019

Date reviewed: October 2020/October 2021/September 2022/November 2023

Due for next review: November 2024