

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, Staff Behaviour and Conduct

(Including suitability, contingency plans, training, and development)

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the DBS (Disclosure and Barring Services) in accordance with statutory requirements. All staff must follow this policy which sets out clear guidance on the standards of behaviour expected from staff and volunteers. As pre-school practitioners we are in a position of trust and are role models for the children who attend Little Saints. Staff must demonstrate behaviour that sets a good example to all. As a community pre-school we pride ourselves on our reputation, therefore as a member of staff you are expected to behave professionally and have a responsibility for the reputation of Little Saints, both at pre-school and in the community.

Vetting and staff selection

- 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 DBS 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 Behaviour & Conduct

- Staff are expected to carry out the tasks as detailed in their job description and should attend and engage in an appraisal annually to ensure the staff member and manager are happy with their performance and training opportunities.
- Staff must read, sign and adhere to the Pre-school Confidentiality policy, a breach of this policy will be an act of gross misconduct.
- Ensure they attend work on time and for the duration of their contracted hours
- If for any reason a staff member cannot attend work, they should inform the supervisor for that day immediately and preferably so arrangements can be made to get someone else in before the session starts.
- Holidays in term time can only be taken in exceptional circumstances and with prior approval from the manager
- Staff should maintain a professional, calm and friendly manner with their fellow colleagues, children and their families at all times
- Attend work in uniform and with appropriate trousers and footwear to ensure hygiene and health and safety for the staff and children. Staff are supplied with gloves for dealing with bodily fluids, disposal of nappies etc as per our nappy changing policy. PPE will be worn if we suspect Covid-19.
- Staff should ensure that all facilities and equipment that they and the other staff and children use are kept clean, safe and well maintained at all times, see our covid-19 risk assessment regarding cleaning during the pandemic.

- 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 are not permitted to smoke anywhere within the pre-school grounds, including the outside areas, staff must not bring alcohol or illegal drugs onto the premises. Should a member of staff arrive at work under the influence of alcohol or drugs they will be asked to leave immediately, and disciplinary action will be taken.
- If a staff member has prescription drugs that may affect their work they must inform the supervisor at the start of their session, if prescription medication has to be brought into pre-school to be taken during the day, this must be stored in the locked pre-school cupboard, and must not be taken in front of the children.

Gross Misconduct & 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.
- Staff will be dismissed without notice if they have committed an act of gross misconduct, i.e.
 - Child Abuse
 - Physical Violence
 - Being under the influence of alcohol or drugs.
 - Theft or fraud including the falsification of documents.
 - Continually late or absent from work without explanation
 - Bullying, or harassment of any persons relating to the pre-school, child, or adult.
 - Any shouting or aggressive behaviour towards staff members or children

This is not a restricted list, should there be an incident that the supervisor feels are a breach of the pre-school procedures, they will follow the Disciplinary procedures. If staff fall below the expectations of the setting, then the manager and committee should follow the below procedure:

- The manager will speak to the staff member which may constitute a verbal warning, this will be made clear and noted on the personnel file.
- If the problem persists, then the manager and committee will issue the staff member with a written warning and invite them to a disciplinary meeting. The staff member can be suspended from work before the meeting if required.
- At a disciplinary meeting, the staff member will be given further information and evidence about the issues and informed on next steps of action. There will also then be time for the staff member to process and respond to the issues.
- If the issues identified at the meeting relate to unsatisfactory performance, then a plan and timeline in which to resolve and improve on the performance will be issued
- If the disciplinary relates to misconduct and it continues after the disciplinary meeting then a final written warning will be issued and if any further issues happen, the staff member will be dismissed.

If the staff member wishes to appeal any part of the above procedure, then an appeal meeting can be held and then the manager and committee will confirm the final decision to the staff member

Changes to staff

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

Training and staff development

- The setting leader and deputy must hold a Level 3 qualification in childcare the Children and Young People's Workforce or an equivalent qualification. Other staff will hold a minimum of a level 2 and be

working towards a level 3 Certificate for the Children and Young People's Workforce or an equivalent higher qualification.

- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our setting budget allocates resources to training.
- In the first week of employment staff will have given induction training for; health and safety procedures, and safeguarding children. They will be expected to read and understand our Health & Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be covered within their induction period. This is then followed up with formal training in safeguarding and first aid.
- 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.

Managing staff absences and contingency plans for emergencies

- Where staff may need to take time off for any reason 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.

This policy was adopted at a meeting of	<u>Little Saints Comm. Preschool</u>	<i>(name of provider)</i>
Held on	<u>AGM - 23/09/2020</u>	<i>(date)</i>
Date to be reviewed	<u>Sept 2021</u>	<i>(date)</i>
Signed on behalf of the provider	<u>Original signed copy in pre-school</u>	
Name of signatory	<u>Carolyn Fielder</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager</u>	

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

Policy Review Date	Name & Role	Signed
Amendments Required Yes / No, if yes enter brief details		Agreed and Adopted Date
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