

# Stretton Pre-School



## Employment

At Stretton Pre-School we ensure that all staff, students and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

## Data Protection

In the implementation of this policy, Stretton Pre-School may process personal data and/or special category personal data collected in accordance with its GDPR and data protection policy. Data collected from the point at which this policy is invoked will only inform Stretton Pre-School for the benefit of implementing this policy. All data is held securely and accessed by, and disclosed to, individuals only for the purposes of this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with Stretton Pre-School's GDPR and data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under Stretton Pre-School's disciplinary procedure.

## 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 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 follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements

under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- We require that all staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.
- Our 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.
- We obtain consent from staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us.
- 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 will be terminated.

## **Internal Recruitment and Selection**

### *Internal applications for a recruitment opportunity:*

Where possible, we will advertise the opportunity internally for a period of 1 week - this is open to all practitioners at either Main Street or Fourfields. (Opportunities will be sent via our memo to all staff and advertised within the kitchen areas at both sites). The internal advert may run concurrently with the external advert if the position needs to be filled urgently.

If an employee is interested in an internal position they will need to complete a 'Notice of Interest' form (this can be obtained from the Pre-School Manager).

- All candidates are shortlisted by a panel
- Successful candidates will be invited to interview
- Unsuccessful candidate will be informed via letter

- Candidates will be interviewed internally and not with external candidates

#### *Successful candidates for interview:*

Interviews are conducted by a panel which will consist of 3 members, this will always include at least 1 committee member. The selection process will include a relevant practical exercise.

The interviewee will have to reach a 65% pass mark to progress onto the next stage of the process or to be offered the position - if the position that they have applied for is at a different site to where they already work at - there may be a practical element to the interview.

The candidate that has the highest overall score will be the offered the position - in the event of a tied score we will defer to the pass mark score in the initial interview.

#### *Notifying Ofsted of changes*

- We inform Ofsted of any changes to our Registered Person (trustees) and/or our Manager.

#### *Training and staff development*

- Our Manager/Supervisors hold Level 3 or above - at least half of our staff members hold CACHE Level 2 or equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers
- We have a training budget
- We provide staff with comprehensive induction which is held over a period of sessions including health and safety, safeguarding and introduction to the setting.
- Important parts of the induction process are revisited annually (usually at an 'all staff' training day).
- We hold regular supervision meetings and appraisals.

#### *Staff taking medication/other substances*

- If a member of staff is taking medication which may affect their ability to care for children, we seek further medical advice. Staff will only work directly with children if medical advice confirms that the medication is unlikely to affect 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 take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, a request is sent to the Manager/Committee for consideration, taking into account the needs of the pre-school.
- Where staff are unwell and take sick leave in accordance with their contract of employment, the Manager will organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:

- Apprentices and part-time staff are asked to cover absences where possible.
- The Manager, Bookkeeper and Administrator are supernumerary and can also be asked in an emergency to cover absences when necessary or until the place can be covered.
- Committee members can be called upon to assist if they are available.
- In a serious emergency then children would be counted in to ensure that the ratios were met.

This policy was adopted by	Stretton Pre-School
On	<hr/> 4 October 2018
Date to be reviewed	<hr/> Annually
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Emily Greenfield
Role of signatory	<hr/> Chair person
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