

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff 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.

Procedures

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our 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 us 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 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.
- 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.
- 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.

Recruitment Process

Advertising the vacancy

- We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.
- Upon enquiring about a vacancy, we will send potential candidates:
 - A job description
 - A person specification
 - An application form
- The application form includes:
 - A declaration that all information is correct
 - A section under the Rehabilitation of Offenders Act that asks if the applicant is awaiting a verdict, has been convicted, or cautioned for any relevant offence.
 - A request for the contact details of two referees, one of which should normally be the last employer. (If this is the candidate's first job, their course tutor, for example, is a suitable alternative.)
- In order to be considered for interview, all applicants must submit an application form by the stated closing date. We will only accept CVs if they are also accompanied by our standard application form completed as required.

Interview Process

- We will notify all candidates selected for interview by letter. Candidates will be asked to bring the following items to the interview:
 - Proof of eligibility to work in the UK as detailed in the Home Office checklist.
 - Proof of address, e.g. recent utility bill (not mobile phone) or bank statement.
 - Proof of qualification, e.g. the relevant certificates
 - The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form, e.g. gaps in career history.
 - All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.
 - Only when all candidates have been interviewed and observed in a session will we make our final selection.

Appointing a new member of staff

- When we have selected the successful candidate, we will send him or her a written offer, which clearly states that it is subject to the receipt of suitable references and a clear enhanced DBS check.
- We will contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- We will initiate an enhanced DBS check for the candidate
- We will ask the candidate to complete a health questionnaire

- We will notify any unsuccessful candidates.
- We will also take photocopies of the new staff member's qualification certificates and proof of identity and keep these on file, together with a record of the details of their DBS check.
- When a new member of staff starts work at the setting we will give him or her:
 - Our terms and conditions and a contract to sign (a copy of their contract will be kept on file)
 - All of our policies to read, and ensure they sign a policy confirmation to confirm they have read and understood them (this will be kept on file)
- We will conduct a full induction programme with all new members of staff as set out in our Induction of Employees and Volunteers policy, and our Staff Handbook.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person (this includes trustees and our manager).

Training and staff development

- Our manager and deputy managers hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent or higher qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all our staff - whether paid staff or volunteers.
- Our budget allocates resources to training.
- We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- 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.

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. Our 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 our 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, this is agreed with our manager with sufficient notice.
- Where our 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 individual's contract of employment.

This policy was adopted by	Melbourn Playgroup and Out of School Club CIO Management Committee	<i>(name of provider)</i>
On	06/11/17	<i>(date)</i>
Date to be reviewed	2018-19 cycle	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Janet Cottenden & Lisa Bamber	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	

Other useful Pre-school Learning Alliance publications

- The New Early Years Employee Handbook (2016)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)