



## **Employment**

(Including suitability, contingency plans, training and development)

### **Policy statement**

Southwell Smiley Faces meet the Safeguarding and Welfare Requirements of the Revised Early Years Foundation Stage, ensuring that 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**

#### *Vetting and staff selection*

- Southwell Smiley Faces work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All Southwell Smiley Faces staff have job descriptions which set out their staff roles and responsibilities.
- Southwell Smiley Faces welcome applications from all sections of the community. Applicants will be 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.
- Southwell Smiley Faces 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 Disclosure and Barring Service check.

#### *Changes to staff*

- We inform Ofsted of any changes in the person responsible for Southwell Smiley Faces.

### *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.

### *Training and staff development*

- Our setting Manager holds a BA Hons in Early Years Care and Education and Early Years Professional Status, our deputy holds a Level 4 certificate in Early Years Practice and all other staff hold a minimum Level 3 in Childcare
- We provide regular in-service training to all staff ,sometimes using external agencies.
- Southwell Smiley faces budget allocates finances to training.
- We provide staff induction training in the first two weeks of employment. This induction includes our Health and Safety Policy, Safeguarding Children and Equality and Diversity Policy. 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. 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 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 staff may need to take time off for any reason other than sick leave or training, 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 is applicable to both pre-school and out of school club**