

Suitable people policies

Providers must ensure people looking after children are suitable to fulfil the requirements of their role. *EYFS 2017 3.9*



2.1 Employment and staffing

(including vetting, contingency plans, training and development)

2.2 Induction of staff, volunteers and managers

2.3 Student placements

2.1 Employment and staffing

(Including vetting, contingency plans, training and development)

Policy Statement

We provide a staffing ratio in line with, and usually exceeding, the welfare requirements of the Early Years Foundation Stage, which are:

- For children aged two years of age: 1 adult : 4 children
- For children aged three and over: 1 adult : 8 children
or
- For children aged three and over, where a person with Qualified Teacher or Early Years Professional Status is working directly with the children and there is at least one other member of staff who holds a relevant level 3 qualification: 1 adult:13 children

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosing and Barring Service (including, if appropriate, using its update service) in accordance with statutory requirements.

Procedures

- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship.

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 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 Disclosing and Barring Service (DBS) for staff and volunteers who will have unsupervised access to children.
- 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.

Changes to staff

- We inform Ofsted of any change of Trustees or manager.

Training and staff development

- Our preschool manager and deputy hold a minimum of a full and relevant level 3 qualification and a minimum of half of our staff hold a full and relevant level 2 qualification.
- We provide regular in-service training to all staff. Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings.
- 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

- As a term time only setting, our staff normally 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.

We have contingency plans to cover staff absences.

2.2 Induction of staff, volunteers and managers

Policy Statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff.
 - Familiarisation with the building, health and safety and fire procedures.
 - Familiarisation with our policies and procedures.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts between two and six weeks, depending on the number of hours worked. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.

- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

2.3 Student placements

Policy Statement

Qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have a valid DBS check.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.

- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

Signed on behalf of the management committee	Date 18/10/2019
Name of signatory Gill Dedhar	Role of signatory (e.g. chair/owner) Trustee, Manager