



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 2.1 - EMPLOYMENT

(Including suitability, contingency plans, training and development)

#### Policy statement

Central@RLK meets the Safeguarding and Welfare requirements of the Early Years Foundation Stage ensuring that our staff members are appropriately qualified and by carrying out checks for criminal and other records through the Disclosure & Barring Service in accordance with statutory requirements.

#### Procedures

##### *Vetting and staff selection*

- Central@RLK works towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff members have job descriptions which set out their staff roles and responsibilities.
- Central@RLK welcomes 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 Central@RLK imposing conditions or requirements that are not justifiable.
- Central@RLK uses Ofsted guidance on obtaining references and enhanced DBS checks through the Disclosure & Barring Service for staff members 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.
- Central@RLK 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 members 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.

##### *Disqualification*

- Where Central@RLK becomes aware of any relevant information which may lead to the disqualification of an employee, the setting will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with the setting will be terminated.



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### *Changes to staff*

- Central@RLK informs Ofsted of any changes in the person responsible for the setting.

### *Training and staff development*

- Central@RLK's setting leader and deputy hold at least the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of the settings staff members hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent, or higher qualification.
- Central@RLK provides regular in-service training to all staff - whether paid staff or volunteers - through internal and external agencies.
- Central Pre-school's budget allocates financial resources for training.
- Central@RLK provides staff induction training within the first twelve weeks of employment. The Health and Safety and Safeguarding Children and Child Protection Policies will be included in the first week of induction training. Other policies and procedures will be introduced within the following weeks through the settings induction plan.
- Central@RLK supports the work of its staff members by holding regular supervision meetings, at least 2 per year.
- Staff members will receive an annual appraisal meeting.
- Staff will receive support meetings as and when the management team feels it is necessary.
- Central@RLK will hold regular staff meetings for each room. Meetings for the whole team will be held at least once a year.
- Central@RLK is 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, the setting ensures that they seek further medical advice. Staff members 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 the setting has 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 enter the setting and further action will be taken.

### *Managing staff absences and contingency plans for emergencies*

- Central@RLK staff members 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 by the management team and approved by the Committee with sufficient notice (at least 4 weeks).
- Where staff members are unwell and take sick leave in accordance with their contract of employment, the setting organises cover to ensure ratios are maintained.



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- Sick leave is monitored and action is taken where necessary in accordance with staff member's contracts of employment.
- Central@RLK has contingency plans to cover staff absences, as follows:

1. Contact any staff members who are not on the rota to work, to see if they are available to cover the member of staff off sick.
2. If not able to secure a member of staff to work, the Manager will contact the Committee Members to see if one of them can cover the staff member's absence.
3. Failing both of these, staff members will approach parents to request they volunteer to cover the session required.
4. If no cover can be found to ensure ratios, the setting will close and inform the local authority and Ofsted.

### Other useful Pre-school Learning Alliance publications:

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

This policy was adopted at a meeting of	<b>Central@RLK</b>
Held on	<b>27<sup>th</sup> July 2015</b>
Date to be reviewed	<b>July 2016</b>
Signed on behalf of the management committee	
Name of signatory	<b>Rebecca Davies</b>
Role of signatory (e.g. chair/owner)	<b>Chairperson</b>