



Rainbow Teddies Pre-school Policy Document

Staff: Employment & Training

Safeguarding & Welfare Requirements:

2) Suitable People (*Disqualification/ Staff Taking medication/Other Substances*)

3) Staff Qualifications, Training, Support and Skills

9) Equal Opportunities

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

Signed: Pre-school Manager



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Staffing and Employment

- We meet the *Safeguarding and Welfare Requirements* of the *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 (DBS) in accordance with statutory requirements.*Previously CRB (Criminal Records Bureau).

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff are issued with job descriptions (at recruitment stage) 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 Criminal Records Bureau 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.
- 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 CRB/DBS check.
- 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.

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.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.



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Training and staff development

- Our Manager, Session Leader and Deputy will hold (as minimum) the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff will hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- Staff attend regular training, which the manager and/or committee considers appropriate; with the aim to enhance the quality of our provision and to promote an individual's commitment to continued professional development.
- Training may be sought from outside professional bodies and/or take the form of in-house training; led by the Manager or a Lead Professional within the pre-school. Our setting has an annual budget set aside for staff training.
- Funding for training will be dependent on the nature of the training and the available budget.
- Where the full cost of training will be met by the pre-school; this means that the pre-school will pay for the cost of the course and the time spent on the course (see schedule of payments set by the committee).
- Staff are able to attend courses other than those identified by the manager/committee; in their own time and funded by themselves.
- SENDCo (Special Educational Needs & Disability Coordinator) training- it will be a condition of this role, that the SENDCo complete regular training through-out the year. The pre-school will fund the cost of this requirement.
- First Aid training- the pre-school will absorb the full course cost for staff to undertake this training, along with the time costs involved to each member of staff, at the agreed rate of pay for attending training (National Minimum Wage). Every staff member working 'in ratio' with children is required to attend first aid training once every 3 years; this is arranged by the manager.
- We provide staff induction training in the first weeks 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 and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.



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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 (see *Disciplinary Policy*).

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/committee 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, as follows:

We call in other members of staff to cover

We call in committee members to cover

See *Emergency Procedures Policy*

- It will be deemed **not best practice** for staff to be employed if their own child attends the pre-school.
- It will be deemed **not best practice** for students/volunteers to attend on long term placements if they have a younger sibling attending the pre-school.
- Regular staff meetings will provide opportunities for staff to discuss session procedures and employment issues; to undertake curriculum planning; to discuss the children's progress; and any other difficulties arising.