

2. Staff, volunteers and students policy

2.a Employment

Recruitment and Selection

- Woolstone Preschool is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will include this statement of our commitment in:
 - all publicity materials
 - recruitment websites
 - job advertisements
 - candidate information packs, person specifications and job descriptions
 - competency frameworks
 - induction training programmes
- When advertising a vacant post, we advise that the successful applicant will require an Enhanced Disclosure with a Barred List check.
- All candidates complete an application form to obtain a common set of core data. We do not accept a letter of application or curriculum vitae alone.
- All application forms are scrutinised to ensure they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment history or any other issues that may cause concern.
- Interviews will be conducted by the Manager and Deputy, at least one of these interviewers will have completed the Safer Recruitment Training.
- Interviews will include specific questions relating to child protection. We will explore and verify with the candidate at interview any gaps in employment and probe on any areas that may cause concern or have not been answered fully. Records of interview questions and responses will be kept.
- We ask candidates to provide on the application form, contact details for two referees. A reference pro forma will be used to obtain objective and factual information to support appointment decisions. If a candidate is not currently working with children, but has worked in the past with children – a reference must be sought from that former employer.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- 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(s) 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.
- We require that all our staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.
- 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.
- We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of 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.
- All our staff have job descriptions, which set out the role, responsibilities, accountabilities, knowledge, skills and experience required for safeguarding and promoting the welfare of children and young people.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person (trustees/committee members of our provision) and/or our manager.

Training and staff development

- Our manager and deputy hold a full and relevant Level 3 qualification and at least half of our other staff members hold a full and relevant Level 2 Certificate qualification.
- We provide regular in-service training to all our staff.
- 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.