



Employment and Recruitment Policy

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 Barring Service (DBS) in accordance with statutory requirements.

Lavington Pre-school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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 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 our imposing conditions or requirements that are not justifiable.
- We state our commitment to safeguarding children at all stages of recruitment, including the advertisement. We use a standardised application form.
- We ensure that a member of the interview panel is aware of, or has received 'Safer Recruitment Training'.
- We follow safe recruitment practices including obtaining a full employment history, evidence of qualifications, proof of identity and the right to live and work in this country, references and interviews, as well as continuing assessment of all staff to ensure they are suitable to work with or have access to children.
- 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.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating the checks have been done, including date and number of the enhanced DBS check.
- Staff are required 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 of staff

- We notify Ofsted within 14 days of any changes to the setting management.

Training and staff development

- Our setting Manager is NVQ Level 3 Early Years Care and Education qualified.
- All staff are required to undertake training in Safeguarding Children, First Aid and Food Hygiene, FGM and Prevent training.
- We have a named staff member, the Deputy Manager, who is able to take charge in the absence of the setting Manager. In the absence of the Manager and the Deputy Manager, another member of staff qualified to NVQ Level 3 as a minimum will supervise.
- We provide regular in-service training to all staff, whether paid staff or volunteers, through Wiltshire Continuing Professional Development and other external agencies.
- 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 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 hold monthly staff meetings to evaluate planning and to discuss children's progress, their achievements and any difficulties that may arise.
- 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 the 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

- We are a term time only setting, therefore our staff take their holidays when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is to be 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.
- We have contingency plans to cover staff absences.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Employment and Recruitment Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Employment and Recruitment Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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