

SECTION 2: Suitable People

Staffing and Recruitment Policy

Statement of Intent

It is our intent to ensure that the adults at Blakeney Pre-school who work with children, or have unsupervised access to them, are suitable to do so.

Aims

- To provide high quality care and education through qualified, motivated and caring staff.
- To practice safe recruitment by ensuring that at least one member of the interview panel is suitably qualified in Safer Recruitment in Education.
- To ensure that staff are appropriately qualified and have passed suitability checks in accordance with statutory requirements.
- To ensure that children have sufficient attention by maintaining a staffing ratio at least in line with OfSTED requirements.

In order to fulfil these aims

Recruitment of Staff

- Both the Pre-School Leader and member of the management team should be qualified in Safer Recruitment in Education or should endeavour to achieve this qualification as soon as is practicable. Currently Cathy Rowlands, Play leader, holds this qualification.
- At least one member of the interview panel should be qualified in Safer Recruitment in Education.
- Blakeney Pre-school's commitment to and staff responsibilities for Safeguarding are reflected in our job advertisements, job descriptions, person specifications, interview questions and reference questions.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- 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, sexual orientation or disability. Please see our Equal
- All job descriptions include a commitment to equality and diversity as part of their specifications.
- Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Posts for new staff members are advertised both internally and externally.
- Applicants for posts are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- All potential applicants are subjected to a job interview and required to supply an employment history and references and answer questions relating to their criminal history and health. A medical report may be requested. An applicant will be seen working with the children before a job offer is confirmed.
- The applicant who best meets the person specification criteria is offered the post, subject to identity and qualification checks, trial session, eligibility to work in UK, health and

sickness record, references, DBS (Disclosure and barring service) and completion of a successful probationary period . This ensures fairness in the selection process.

- Cover staff and long term volunteers (not rota parents) are also subject to the same employment and safeguarding checks.
- We monitor our application process to ensure that it is fair and accessible.
- We use OfSTED guidance on obtaining references and criminal records checks through the Criminal Records Bureau for staff and volunteers who will have unsupervised access to children.
- References will be checked.
- All staff will have job descriptions which set out their roles and responsibilities.
- New staff will initially be employed for a trial period of 3 months.

Staff training and Supervision

- Staff qualification levels meet all regulatory requirements. Our Pre-School Leaders hold a relevant level 3 qualification or equivalent (as do our named deputies) and a minimum of half our other staff hold a level 2 or higher qualification. These qualification ratios are maintained on every session worked where children are left unattended by their parents.
- Appropriate induction training will be planned and carried out accordingly for all new members of staff, including introduction to all policies and procedures. Induction training includes information about emergency evacuation procedures, safeguarding, child protection, the settings equality policy and health and safety issues.
- We support the work of our staff and identify their on-going training and development needs by means of regular monitoring and appraisals. Blakeney Pre-school endeavours to support our staff to improve their qualification levels wherever possible. For staff without a relevant qualification, we consider supporting them to obtain a relevant level 2 qualification
- The Pre-School Leader is responsible for the supervision of staff who have contact with children and families, providing them with support, coaching and training and promoting the interests of children. We aim to foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.
- Regular training is available to all staff through the Gloucestershire County Council and external agencies.
- Our settings budget includes an allocation towards training costs.

Staff interaction with children

- We use the following ratios of adult to child:
 - children under two years of age are accompanied at all times by parents
 - children aged two years of age: 1 adult : 4 children
 - children aged three - seven years of age: 1 adult : 8 children
- A minimum of two staff are on duty at any one time.
- Children playing freely between indoors and out will always be supervised and the correct adult to child ratios observed.
- Our Pre-School Leaders are Rachael Thomas and Cathy Rowlands
- Our *key person system* ensures that each child has one particular staff member who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress, their achievements and any difficulties.

- If appropriate, the OfSTED Helpdesk may be contacted to obtain guidance regarding any concerns about an existing or potential employee. Please also see our [Safeguarding Policy](#)

Staff Responsibilities

Staff responsibilities include:

- The welfare of children with regard to developmental progress, health and safety and safeguarding.
- Planning and organising play sessions with regard to the developmental matters.
- Liaison with parents and the management team.
- On-going training.
- Notification to the management team of repairs or maintenance required to either equipment or premises.
- Record keeping.
- Confidentiality.
- To set good examples through respect for each other.
- To ensure that the premises are kept clean and tidy.

Staff Taking Medication/Other Substances

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those staff members should seek medical advice. Staff members must communicate this advice to the Pre-school Leader who will only allow them to work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

Please also see Medicines

Use of volunteers

- Blakeney Pre-school welcomes, encourages and relies on parental/carer involvement.
- Capabilities and strengths will always be considered.
- Volunteer visiting speakers and other members of the community are welcomed...
- Long term volunteers (not rota parents) are subject to the same employment and safeguarding checks as permanent staff.
- All staff members and long term volunteers are required to read and follow the document "Guidance for Safer Working Practice for Adults who Work with Children." This document can be found in the staff Child Protection Procedures file and should be made available for rota parents to read on request.
- Long term volunteers should be made aware of their responsibilities in being alert to signs of abuse and responsibility for referring any concerns to the DCPO. Please see [Safeguarding Children Policy](#)