



## **Micheldever & Stratton Preschool Suitable Persons Staffing and Volunteers Policy (Revised 4<sup>th</sup> November 2022)**

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

At Micheldever & Stratton Preschool we seek to promote equality of opportunity and to eliminate discrimination as defined under the terms of the Equality Act, in all our employment procedures and practices. We are committed to ongoing personal continual professional development for everyone involved in the Preschool.

### Procedures

To do this we will:

- Carry out “Enhanced with Barred List” Disclosure checks with the Disclosure and Barring Service on all adults in regular regulated activity with the children before they start, and ask them to declare their suitability annually at appraisal to ensure no details have changed relating to safeguarding children. Those adults not eligible according to the regulations for a “barred list” check will receive enhanced DBS checks where appropriate.
- 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 renew their DBS certificate every 3 years for 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 make decisions about suitability using evidence from:
  - References
  - Full employment history
  - Qualifications

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We are committed to ongoing personal continual professional development for everyone involved in the Pre-School.

- Interviews
- Identity checks
- Medical suitability
- Annual Appraisal Safeguarding Declaration

Any person who, in the judgement of the member of staff in charge at the time, presents a threat to the emotional or physical well-being of the children, will be required to leave the premises immediately. The Disclosure and Barring Service (DBS) will be informed by the Chair of the Management Committee. Micheldever & Stratton Preschool must refer someone to DBS if they are:

- dismissed because they harmed someone.
- dismissed or removed from working in regulated activity because they might have harmed someone or,
- were to be dismissed for either of these reasons, but they resigned first.
- Whilst sessions are in progress, our ratios of adults to children are operated at or above the minimum ratios advised by Ofsted.
- The Supervisor, Senior Childcare Practitioner or a suitably experienced Childcare Practitioner is present during the main sessions.
- We operate a key person system to ensure each child and family has one particular staff member assigned to them.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress, their achievements and any difficulties.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice using safer recruiting procedures. We ensure that staff have a good knowledge of the Early Years Foundation Stage by asking key questions at interview. We also ensure that staff applying have a full understanding of how children learn and develop through the questions asked at interview.
- 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.

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Micheldever & Stratton Preschool complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- Micheldever & Stratton Preschool undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Micheldever & Stratton Preschool can only ask an individual to provide details of convictions and cautions that Micheldever & Stratton Preschool are legally entitled to know about.
- Micheldever & Stratton Preschool is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Micheldever & Stratton Preschool actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Micheldever & Stratton Preschool select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Micheldever & Stratton Preschool ensures that all those in Micheldever & Stratton Preschool who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Micheldever & Stratton Preschool also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, Micheldever & Stratton Preschool ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

- Micheldever & Stratton Preschool makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- Micheldever & Stratton Preschool undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- All staff will have job descriptions which set out their staff roles and responsibilities.
- Staff qualification levels meet all regulatory requirements and our aim is for all staff to be qualified to level 3 or higher.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Hampshire County Council Early Childhood Services.
- Our settings budget includes an allocation towards training costs (such as First Aid training and Safeguarding/Child Protection Refresher training every 3 years).
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- Appropriate induction training is planned and carried out accordingly for all new members of staff, including introduction to all policies and procedures with a key focus upon our Safeguarding procedures and policies.

#### 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.
- The Management Committee receive an electronic recruitment pack containing essential information from the Charities Commissions, a Safeguarding guide from Safe Network and a Trustee Document giving an outline of duties, roles and responsibilities.
- All members of the Management Committee complete EY2 Forms for registration with Ofsted and Enhanced checks via the Disclosure and Barring Service are performed by Ofsted; the Chair of the Management Committee receives Ofsted Suitability Letters to ensure new applicants are appropriate for the role and all Committee Members sign a Trustee Code of Confidentiality for their role.

## Other Related Policies & Procedures

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Administration of Medicines*
- *Anti-Bullying*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *Covid 19 Policy*
- *Covid Action Plan*
- *Critical Incident Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *E-Safety Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *GDPR Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person Policy*
- *Key Person & Settling Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children/Staff Allergies Policy*
- *Mobile, Camera & Social Media Policy*

Micheldever & Stratton Pre-School, The Warren Centre, Micheldever Station, SO21 3AR, Tel: 07934981271,

EY2647913, Charity Number: 1076656

- *Nappy Changing Policy*
- *No Smoking Policy*
- *Organisation Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Toileting Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2022**

**Review Date: November 2023**

**\* This Notice was adopted by the committee on 26/01/21**

**Signed: Claire Bentham**\_\_\_\_\_

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 15/11/22**

**Signature: *Mrs AL Mann-Boe***

**Amendments: Removed FS policies**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

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