



Suitable People

2.1 Suitability of Employment

Policy statement

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 in accordance with statutory requirements.

Procedures

Vetting and staff selection

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

All staff has 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 use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure 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, placement students and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced 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 immediately terminated.

Changes to staff

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

Training and staff development

Our setting leader holds the level 4 Certificate in Early Years Practise and our deputy hold the Level 5 Diploma in Leadership and Management for Children, Young People and Families as well as CACHE Level 3 Diploma for the Children and Young People's Workforce. The other staff holds NVQ Level 3 Certificate or an equivalent or higher qualification and some staff members are undertaking level 3 qualifications.



We provide regular in-service training to all staff - whether paid staff or volunteers - through 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 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.

Staff taking medication/other substances

Staff taking over-the-counter medicines should seek advice or information from their GP or a pharmacist regarding the possible side effects and whether they should avoid performing any of their duties. Use of prescribed or over-the-counter medicines (even when used correctly in accordance with instructions or advice) might have a detrimental effect on staff performance, conduct or the ability to undertake certain duties.

All prescription medication taken by staff must be accompanied by a letter from a doctor proving fitness to work under the influence of this medication.

Staff should immediately inform their line manager of any possible side effects of their medication (whether prescription or over-the-counter), and/or discuss any problems they may have with performing their duties.

Staff members must inform the setting manager if they are under medication (whether prescription or over-the-counter) and if they are bringing any medication into the setting, even if the medication is not being taken in the setting. Medication must be stored in the staff medication box only.

Medication must be stored in the staff medication box only. The staff medication box is located in the labelled box in the main room – kept out of the reach of children. Medication must not be kept in any other room, clothing (pockets), staff lockers or tables and counters in the staff room. Failure to adhere to this policy will be considered gross misconduct and may lead to dismissal.

All members of staff should be fit and capable of performing all their duties and responsibilities on arrival at work.

Staff must not:

Bring alcohol or controlled substances onto, or consume alcohol or drugs on the nursery premises at any time.

Drink alcohol or take drugs during their working day, whilst on breaks or at lunchtime.

Drink alcohol or take drugs whilst they are on operational standby or when undertaking on-call duties.

Representing the business after working hours

Staff representing us at business/client functions, conferences, exhibitions, or at media or social events outside normal working hours:



Will be deemed to still be at work.

May only drink moderately if drinking alcohol, and are expressly prohibited from possessing controlled substances or using drugs.

Must ensure they are well within the legal limits if they are driving.

Must ensure that they remain professional at all times and must not, by their conduct, actions or inactions, detrimentally affect our business or reputation.

After work

Staff activities after normal working hours and away from our premises are, of course, generally a personal matter and do not directly concern us.

Concern will arise if, because of the pattern or amount of drink or drugs involved, a staff member's attendance, work performance or conduct at work deteriorates or if their conduct damages the reputation of our business.

Managing staff absences and contingency plans for emergencies

Any pre-planned dental or medical appointments (except emergencies) must be booked outside nursery school hours, during periods of leave or when the nursery is closed. Given our obligations towards the children and to staff and children ratios, it is unreasonable to schedule such appointments during nursery hours.

Employees must make every effort to schedule their specialist NHS appointments outside of nursery hours and must show proof of this to the setting manager. Employees may attend specialist NHS appointments during nursery hours provided that they can show the setting manager that they have tried to schedule the appointment outside of nursery hours, give at least one week's notice to the setting manager and show the setting manager a copy of their appointment letter or text as proof of appointment.

Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.

This policy will be reviewed annually

This policy was adopted by Soraia Almeida on March 2024

Next review on March 2025