

# Watcombe Childrens Centre Nursery Policies



## 11 People Management / Employment

Alongside associated procedures in 11.01 to 11.34, this policy was adopted by *Watcombe Childrens Centre Nursery* on 17/08/2022

### Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements. We use the Safer Recruitment programme, and at least 50% of the interview panel will hold the Safer Recruitment training.

### Procedures

#### *Vetting and staff selection*

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our staff have job descriptions, which set out their 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/my] 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.

#### *Notifying Ofsted of changes*

- We inform Ofsted of any changes to our Registered Person (director(s)) and/or our manager.

#### *Training and staff development*

- Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through Noodle Now and external agencies.
- Our budget allocates resources to training.
- 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.
- 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 i.e. Christmas Close. 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.
- Our manager organises our staff annual leave so that ratios are not compromised.
- 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.
- We have contingency plans to cover staff absences, as follows:

1. If a member of staff phones in sick, this must be at least one hour before your normal start time, or as soon as practicable thereafter. They must ensure they speak to a senior member of staff.
2. Senior members of staff will then check whether staffing ratios are still fulfilled.
3. If not:
  - a) Manager to be part of staff ratios and work within the rooms
  - b) Staff training to be cancelled, unless essential
  - c) Staff to work additional hours, if possible, to cover shifts
  - d) Contact agency or bank staff for temporary staff to cover essential shifts
  - e) Contact committee to cover shifts as unqualified/unvetted members of staff unless they have necessary clearance and qualifications
  - f) We will ensure child ratios are maintained by:
    - Managing the numbers attending
    - Contacting parents to collect children, working parents will have priority and parents who travel far.
    - Refunds will be given, if required, to non-funded children.
    - We may reorganize the day i.e. trips maybe cancelled or the re-grouping of the room and children.

If a member of staff becomes ill at work the nursery manager or senior will look at the adult child ratios and decide how best to deal with it. We would look at the following.

- The nursery manager to be part of staff ratios and work within the rooms
- Staff training to be cancelled unless essential
- Staff to work additional hours if possible, to cover shifts
- Contact agency for temporary staff to cover essential shifts
- Contact committee to cover shifts as unqualified/unvested members of staff unless they have necessary clearance and qualifications

If the nursery manager is on holiday and the senior member of staff becomes ill the following will happen:

- The other senior member of staff will take the lead role and the nursery nurse in the room will step up to the senior role. If there is no other senior member of staff the nursery nurse should contact the nursery manager if they are not away to see if they could come in.
- Failing that a member of the committee would be contacted to deal with the situation.