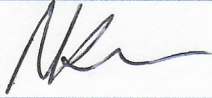




Employment Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Reviews and Approvals

Policy adopted:	21 November 2012 by Windmill Under 5s Management Committee	
It was last reviewed:	19 March 2021	
It will be reviewed:	Spring Term (February) 2022	
Signed & dated:	 11/6/21	Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children, are suitable to fulfil the requirements of their roles.

Suitable People

2.1. Employment

(Including vetting, contingency plans, training and development)

Policy Statement

Windmill Under 5s meets the Safeguarding and Welfare Requirements of the Early Years Foundation Stage by ensuring that our staff 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.

Procedures

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 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 staff and volunteers who will have unsupervised access to children have a satisfactory DBS check. 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 for 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 require that all staff keep their DBS checks up to date by subscribing to the DBS Update Service throughout the duration of their employment with us. We reimburse the service fee.

- We obtain consent from staff and volunteers to carry out on-going status checks of the Update Service to establish their DBS certificate is up-to-date for the duration of their employment with us.
- We use the DBS Update Service to check staff suitability. This is done annually at the same time as our Insurance is renewed.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date of issue, name, whom it was obtained by, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- Disclosures are handled in accordance with the Code of Practice and Barring Service Registered Persons (2015).
- Decisions of an applicant's suitability are based on evidence from DBS disclosure, references, full employment history, qualifications, an interview, identification, Medical Check (if deemed necessary) and eligibility to undertake work in the UK. We also need to see a UK passport or a working visa.
- At least two people will be present at any interviews. At least one person in attendance will be an elected member of the Management Committee and at least one person in attendance will have a valid Safer Recruitment Certificate.
- We ensure that we obtain at least two references for new staff members. We do this via a form which is given to referees. If applicants have pre-written references another reference request is still made. These forms may then be followed up with a phone call. Staff qualifications are checked to ensure they are full and relevant. This is checked using the Education Department's Qualification Finder Tool.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us). Staff are asked to sign a form at their annual appraisal and at termly appraisal review meetings, confirming their suitability to work with children. We also ask information about any involvement with social services. Medication and medical illnesses are also ascertained.
- All Management Committee members are also expected to declare any convictions, cautions, court orders, reprimands or warnings. Committee members are asked to sign a declaration form every year at the AGM (or on the date on which they are officially co-opted).
- Disclosure of an offense does not automatically disbar you from working at Windmills.

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.
- We notify the DBS ASAP of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern. Ofsted are also informed ASAP, within 14 days of the dismissal.

Notifying Ofsted of Changes

- We inform Ofsted of any changes in our Registered Person, i.e. Management Committee members, Preschool Manager or Deputy Preschool Manager within 14 days of any changes.

Training and staff development

- Our Preschool Manager and Deputy Preschool Manager hold the CACHE Level 3 Diploma for the Children and Young Person's Workforce or an equivalent or higher qualification and a minimum of half of our other staff 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 staff - whether paid staff or volunteers - through Buckinghamshire Council and external agencies.
- Windmills allocates financial resources to training.
- The Preschool Manager provides staff with 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 are introduced within an induction plan.
- We support the work of the staff by holding regular supervision meetings and appraisals, both formal and informal.
- 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 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.
- Staff are asked to confirm by written declaration whether they have any medical conditions, or are taking medication, at their annual appraisal and termly appraisal review meetings. It is the

individual's responsibility to keep the Preschool Manager informed of any changes in health, or in the case of the Preschool Manager and Business Manager, the Chairperson of the Committee should be informed.

Managing staff absences and contingency plans

- Staff take their holiday breaks when Windmills is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Preschool 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. Staff must communicate in person with the Practice Manager by 7.45am, or preferably the night before, to ensure enough staff cover for the day's session.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment. Additional information can be found in the Employee Handbook.
- We have contingency plans to cover staff absences if absences mean we will not be within the required staff ratios. These contingencies are as follows:
 - Draw on a pool of suitable staff, either previously, or currently, employed at Windmills.
 - Enlist the help of parents/carers/members of the Management Committee who have been DBS checked.
 - The Preschool Manager will reduce the number of children entering Windmills to meet the required ratio. Please refer to our Closure Policy for further details.

For more information about our Staff Ratios, requirements for student placements or induction of staff and volunteers please refer to our Staff Ratios, Student Placements and Induction of Staff, Volunteers and Managers Policies.

For information about staff disciplinary procedures, please refer to our Employee Handbook.