

Felixstowe Nursery School

Safeguarding and Welfare Requirement; Suitable People

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

Employment

(Including suitability, contingency plans, training and development)

Statement:-Our setting meets the Safeguarding and Welfare requirements of the Early Years Foundation, ensuring our staff are appropriately qualified and are checks are made for criminal and other records through the Disclosure and Barring Service complying with statutory requirements.

Vetting and staff selection

- Our setting works towards offering equality of opportunity by using non-discriminatory procedures when recruiting staff and selection.
- All staff have job descriptions, which set out their staff roles and responsibilities.
- Our setting accepts 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. They 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 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) of our provision and/or our manager.

Training and staff development

- The manager holds a level 4 qualification and is the lead person responsible for safeguarding for the setting and has had training in Common Assessment Framework. The deputy holds a Level 3 qualification and is the SENCO for the setting and deputy safeguarding person for the setting. Our other play assistants hold level 2 and 3 qualifications. We provide and encourage regular in-service training to all our staff through a variety of training providers.
- Our setting allocates a budget for training.
- All our staff receive induction training which includes our Health and Safety Policy, Safeguarding Children Policy and other important information vital to their new position.
- Our staff are supported in their work by being encouraged to access training and promote continuous professional development through various training and learning opportunities. They receive support and encouragement throughout completion of training.
- Staff have regular appraisals to ensure their requirements are identified and are being met.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- All staff attend first aid training and this is staggered so there is always someone on the premises holding a current first aid certificate.
- To count in ratios, staff holding an Early Years Educator qualification must have English and Maths GCSEs at grade C or above.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for the children, we ensure they seek medical advice. Staff will only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to care for the children properly.
- Staff medication will be stored securely in the setting out of reach of the children at all times.
- If we believe a member of staff to be under the influence of alcohol or any substance that may affect their ability to care for the children they will not be allowed to work directly with the children and further action may be taken.

Managing staff absences and contingency plans for emergencies.

- Due to our setting only operating during term time, our staff take their holiday breaks when our setting is closed. Where staff need to take time off for reasons other than sickness or training it is agreed with the manager in sufficient cover to be put in place.

- When staff are absent for any reason we ensure there is sufficient cover to maintain child/staff ratios.
- Sick leave is monitored and action is taken as necessary in accordance with contracts of employment.
- If staff are off absent and cannot give prior notification we have several supply persons who we would contact. If however in the extreme circumstances occurred that no cover could be found the setting would close until cover could be arranged.
- The safety of the children is never compromised. The manager would inform the chairperson if this happened.
- We have supply staff/volunteers that can be called to cover any possible staff absences.

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....