

Child Protection

Safeguarding: Safer Recruitment and Staffing Policy

It is our intention to ensure that the staff of Handsworth Pre-school are well qualified, professional and suitable to work with children. The quality of our staff underpins the experience, learning and development of children at Pre-school.

We are required by the Early Years Foundation Stage (EYFS) to ensure that our staff are suitable to work with children and that we have appropriate procedures in place to ensure that there are sufficient numbers of staff who are trained and qualified.

In general, the term 'staff' refers to both permanent and temporary members of the team. Where arrangements are different for staff on temporary contracts, this is made clear. We also work with a number of other adults including volunteers, cover staff etc. In general, the term 'staff' refers also to them, unless otherwise specified.

Our policy is:

- To recruit staff who are suitable to work with children.
- To develop staff in their roles so that they provide ongoing high quality care, support and development for children.
- To maintain the ratios, suitability checks and records on staff as set out in the EYFS.
- To ensure that staff are safe whilst working on the premises.

Safer Recruitment

Under the Equalities Act 2010, it is illegal to discriminate against others on the grounds of protected characteristics. These include disability; race; gender re-assignment; religion or belief; sex; sexual orientation; age; pregnancy or maternity; paternity; marriage and civil partnerships. We welcome staff, and applications for staff roles, from all sections of the community. Applications for staff roles will be considered on the basis of their suitability for the post against the advertised job description and the given requirements of the post.

Job vacancies at Pre-school will be advertised. They may be advertised internally, that is within the existing staff team and/or the Committee, before being advertised publically. Selection procedures may include an initial sift of applications against the advertised requirements and/or other activities such as a trial worked session.

Interviews will be held for all job vacancies. Interviews will be held by a minimum of two members from the Pre-school Leadership Team and/or the Chair of the Committee. At least one member of the interview panel will be trained in Safer Recruitment. Applicants will be informed of the selection procedures after they are successful in the initial sift of applications.

Job offers will be made on the basis of suitability for the role following the outcomes of the selection procedures. Applicants will be asked to provide evidence against the information given in their application. Prior to a job offer being confirmed, references (from at least two referees) will be taken up; and criminal records (DBS) checks made.

Job offers may be revoked if references, identity or other checks, and/or DBS checks are found to raise concerns about, or identify disqualifications in, the suitability of the individual to work with children. Additional checks may be undertaken on staff who have lived and/or worked abroad.

Staff Development: Induction and Probation

All new staff, or staff undertaking a significantly new role, will receive an induction, tailored to the job role and the individual's needs and experiences.

New staff receive an induction pack which includes:

- Their job description.
- Conditional offer of employment.
- Their contract of employment.
- Staff code of conduct.
- Disciplinary procedures.
- The Pre-school's Staff Complaints and Whistleblowing policy and procedures.
- The Pre-school's policies on: Protecting Children from Abuse; Special Educational Needs; Teaching and Learning; Community Values and Behaviour; and Data Protection. New staff receive information about remaining Pre-school policies over the course of their probationary period.
- Equal Opportunities statement.

Staff undertaking induction are supported by a named member of the Pre-school Management Team.

From January 2020 any new permanent staff roles (that is, Pre-school Assistant, Deputy Pre-school Leader, Pre-school Leader or Business Manager) are offered subject to the successful completion of a probationary period of one (1) calendar year.

From January 2020 any new temporary staff roles (that is, generally, Learning Support Assistants) are offered subject to the successful completion of a probationary period of six (6) months from their start date not including holidays.

Staff Development: Supervisions, Appraisal and Training

We undertake fortnightly staff meetings; half termly planning meetings; and we take five planned INSET days per academic year.

Permanent and temporary staff receive regular supervisions, undertaken by the Pre-school Leader. Two supervisions are undertaken each academic year. Permanent staff also receive an annual appraisal, undertaken by the Pre-school Leader.

The Pre-school Leader reports to the Chair of the Committee, who will be informed of her arrangements for supervisions and/or appraisals and may be invited to contribute or attend. Otherwise, these will take the form of upward appraisal, undertaken by the Deputy Pre-school Leader and/or Business Manager.

All staff are required to undertake training in safeguarding. Some staff are required to be trained in special educational needs, health and safety and First Aid. The Pre-school will offer and pay for statutory training. Other training or development opportunities may be offered by the Pre-school as they arise and if they are relevant to the Pre-School's needs and are within budget. For training organised by the Pre-school that takes place during session time, staff will be released to attend.

Staff Ratios and Qualifications

With respect to our permanent staff team, we maintain as a minimum the ratios and staff qualification requirements set by the Early Years Foundation Stage. That is:

- For children aged 2: One adult to four children
- For children aged 3 and above: One adult to eight children.
- The Pre-school Leader must hold at least a full and relevant Level 3 qualification. S/he must have at least two years experience working in an early years setting and at least two years other suitable experience.
- There must be a named Deputy Pre-school Leader who is capable and qualified to take charge in the Leader's absence.
- At least half of all other staff must hold at least a full and relevant Level 2 qualification.
- To be included in the ratios at Level 3, staff must also hold a suitable Level 2 qualification in English and Maths.
- All staff must have sufficient understanding and use of English.
- At least one person with a current Paediatric First Aid Certificate must be on the premises at all times and must accompany the children on outings. At Handsworth Pre-school we ensure all our permanent staff are Paediatric First Aid trained.
- Permanent staff who are new to the setting or are newly qualified at Level 2 or Level 3 must hold a valid Paediatric First Aid certificate either on entry or within three months of starting work, to be counted within ratios.

Either or both the Pre-school Leader or Deputy Pre-school Leader will be on the premises during session hours.

Children will be within the sight or hearing of staff at all times.

Suitably qualified cover staff will be counted within the ratio. In general, Learning Support Assistants will not be considered as part of the ratio. However, should an emergency situation arise, we may temporarily include LSA's who are judged to be experienced, responsible and competent, within the ratio. Decisions will be made on a case-by-case basis but generally we would expect only to include LSAs in the ratio, for a time limited period, to allow staff to deal with the emergency safely and/or for the

Pre-school to remain open whilst the issue is being managed. Temporary staff, volunteers or other adults who may work with us from time to time will not be counted within the ratio.

In line with the EYFS, only staff aged 17 or over will be considered as part of the ratio. Apprentices (aged 16 or over) or students on long term placements are unlikely to be considered part of the ration but may be included if they are judged competent and responsible. Decisions will be made on a case by case basis.

Information about our staff structure and qualifications is published on our website, in our Parent Handbook and is on display at the entrance to the Pre-school Hall.

OFSTED are informed of the name of the Pre-school Leader and are also given a Nominated contact from within the leadership team. OFSTED are informed of changes to the Pre-school Leader and/or Nominated contact within 14 days.

Deployment of Staff

The Pre-school Leader (or exceptionally in her absence, the Deputy Pre-school Leader), will prepare the weekly rota, setting out designated areas and activities for staff each week.

Staff must inform a colleague if they need to leave their designated areas of work. In particular, children must not be in the garden unsupervised at any time. The staff member on garden duty must ensure they have cover should they need to leave the area. Each child is allocated a key person from within the staff team. In line with our Teaching and Learning policy, staff will maintain daily, positive, purposeful play interactions with each of their key children attending. All staff will offer positive, purposeful play interactions with children in whichever area of the Pre-school they are working that day.

In support of our Parental Involvement policy, and in line with the code of conduct, all staff are expected to maintain a polite, professional, and respectful approach towards parents, visitors, and/or other professionals with whom we work.

Suitability Checks and Disqualification, Staff Records

In addition to the checks made on recruitment, staff must disclose any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children. Staff must confirm annually whether any changes have occurred in this respect and annual checks are made through the Disclosure and Barring Service.

Temporary staff, Learning Support Assistants, volunteers, or other adults working with us, will not be left unsupervised with the children.

Staff may be dismissed if we are advised by the DBS, Police or other Statutory Agency that they, or others in their household, are unsuitable to work with children or if we become aware of any relevant information, either disclosed or not previously disclosed, that would lead to their disqualification.

The Pre-school will refer to the DBS, staff who are dismissed (or would have been dismissed) because they have harmed a child or put a child at risk of harm in line with the Safeguarding Vulnerable Groups Act 2006.

We will inform OFSTED as soon we become aware, or at the latest within 14 days, of any significant event or information that may affect the suitability of any adult in the setting to work with children.

The Pre-school maintains records on staff which includes (but is not limited to):

- Details of the recruitment and selection process.
- The identity checks and vetting processes completed, including references and DBS checks.
- Contract of employment.
- Records of attendance and absence.
- Training and development.
- Staff supervisions and appraisals.
- Annual disclosure checks.
- Disciplinary procedures.
- Grievance or staff complaint procedures, in line with our Staff Complaints and Whistleblowing Policy.

Our Data Protection and Confidentiality Policy includes more information on the data we collect and keep, including staff data; how we maintain confidentiality; and how staff can access the information we hold.

Staff Health, Wellbeing and Safety

We aim to ensure that the Pre-school is a safe place to work. Our Health and Safety policies, and our setting risk assessment set out more detail on how we do this in general terms. This policy looks in particular at supporting staff health, wellbeing, and safety.

Medicines and Illnesses (Sick Leave)

Staff must not be under the influence of alcohol or any other substance that may affect their ability to care for children. Staff who attend work under the influence of alcohol or illegal drugs will be subject to disciplinary action.

Staff are asked annually to declare whether they are taking any medication which may affect their ability to care for children. Staff may be asked to provide a letter from their doctor to confirm that their medication does not impair their ability to look after children properly. Staff might not be permitted to work in contact with the children until confirmation has been provided.

If a staff member returns from sick leave and has been prescribed medication, they may be asked to provide a letter from their doctor confirming that the illness or medication does not impair their ability to care for children. Staff might not be permitted to work in contact with the children until confirmation has been provided.

All staff medications should be stored in the storage room, away from and out of reach of the children. Visitors to the setting, including parents, are also asked to store their bags in the storage room in case they are carrying medicines.

If it is suspected that a staff member may not be suitable for work when they arrive at the setting, or during session time, they must remain in the office and will not be allowed to be in contact with the children. They must return home if it is safe for them to do so. If it is considered unsafe for the staff member to travel on their own, they will be accompanied by a member of the leadership team as soon as cover can be arranged to maintain ratios. If the staff member's health is considered to present an emergency, an ambulance will be called.

Staff who are ill must notify the Pre-school Leader directly or by phone, text or email, as soon as possible if they will be absent from the setting. Staff absence due to illness (sick leave) is monitored and action is taken in line with the staff member's contract of employment.

Staff are entitled to statutory sick pay after being ill for at least four (4) days in a row (including non-working days) and if they earn on average £120 or more per week. A fit note is required from the doctor if you are off sick for more than seven (7) days in a row (including non-working days). Further information regarding SSP can be found at <https://www.gov.uk/statutory-sick-pay/eligibility>. No provision has been made for contractual sick pay and it is therefore not applicable.

Attendance and Holidays, Compassionate Leave, Maternity Leave and Pay

Staff who may be absent for reasons other than illness or training must notify the Pre-school Leader directly or by phone, text or email, as soon as possible. Absences will be monitored, and action will be taken if they are sustained or frequent. If a staff member is absent for other reason h/she will not be paid.

Holidays must be taken outside the Pre-school's term times, unless your contract specifies that this is allowable.

In exceptional circumstances, holidays during term time may be requested no later than 21 days in advance. Requests for holidays in term time should not be made with the assumption that they will be automatically granted. The Pre-school Leader will consider each request on a case-by-case basis and decisions will be made in light of the needs of the Pre-school.

If authorised holiday leave is granted during term time it is unpaid. Staff are entitled to statutory holiday pay, which is generally paid in August each year. Staff who leave the Pre-school mid-year will usually receive their statutory holiday pay in their last salary payment.

Compassionate leave is available to staff with less or short notice and is granted at the discretion of the Pre-school Leader. The Business Manager, Deputy Leader and/or Chair of the Committee may grant compassionate leave for the Pre-school Leader.

Compassionate leave is considered generally in the context of a bereavement or serious, sudden illness in the staff member's immediate or close family. Compassionate leave is paid up to a maximum of five (5) sessions per academic year.

Staff are entitled to statutory maternity leave and pay, should they become pregnant whilst employed by Pre-school, in line with the eligibility criteria established in law. <https://www.gov.uk/maternity-pay-leave>

Staff are entitled to statutory redundancy pay, in line with the eligibility criteria established in law. <https://www.gov.uk/redundancy-your-rights/redundancy-pay>

Cover staff

We maintain a list of adults who can cover permanent staff when they are absent, in order to maintain our ratios. Cover staff are subject to the suitability checks identified above.

Safety on site

Staff can expect to work within a safe environment. As a pack away setting, there are inherent risks to staff, in particular when moving furniture, setting up and tidying away each day. Our health and safety policies and risk assessments set out the steps we take to maintain health and safety at work, and to minimise the risks that occur.

Home visits

In general, staff do not undertake routine home visits. In exceptional circumstances, it may become appropriate to consider a home visit. Our health and safety policy, and risk assessments set out more detail on how we manage the risks relating to home visits.

Staff Complaints and Whistle-blowing

The Pre-school has a staff complaints and whistle-blowing policy in place should staff wish to raise concerns about any aspect of their employment.

This policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	23 June 2020	(date)
Date to be reviewed	22 June 2021	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	