



Policy Statement

Burham Pre-school ensures that children have sufficient individual attention to guarantee high quality care and education. All staff are appropriately qualified (or working towards that qualification) and checks are carried out for criminal and other records through the Disclosure Barring Service in accordance with statutory requirements.

Recruitment

We ensure equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. We welcome application from all sections of the community. Under the Equality Act there are nine characteristics (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Religion or Belief, Sex, Sexual Orientation).

All policies and procedures fully comply with these characteristics. Applicants will be considered based on their suitability for the post and will not be placed at a disadvantage by imposing conditions or requirements that are not justifiable.

Through recruitment procedures we aim to:

- Attract good candidates
- Ensure equal treatment of all applicants
- Identify and appoint the best applicants

The pre-school committee will be involved in all areas of the recruitment process alongside the supervisor of the setting.

When recruiting Burham Pre-school will comply with the Asylum and Immigration Action 1996 Procedures.

Changes to Provision

The Nominated Person (Tracey Beechey) will inform Ofsted (in writing, within 14 days) of any relevant changes to either the provision of services or the provider. This is related to changes to the name, address and contact details of:

- o The Nominated Person
- o Setting Manager and
- o The Registered Person (Committee)

Advertising/Recruitment Procedure

The Supervisor/Committee to decide on type of employee required (experience and qualifications).

An advert for the position will be posted using available local resources these may include local facebook sites, free recruitment agency sites, or on our website.

The full job description and application form are sent to all candidates that enquire about the post available, the advert clearly states full details of the job required, relevant qualifications needed and the appointment is subject to full enhanced DBS and reference checks.

The supervisor in liaison with the committee will then review the applications forms and draw up a shortlist for an interview. At least one Committee member (an officer), if recruiting for management positions and the current Manager/Supervisor should be present at the interviews once arranged.

We will always appoint the best person for the job and will treat fairly all applicants for jobs. Previous experience and relevant qualifications are considered in line with the job specification. The supervisor in conjunction with the committee will then discuss the candidates and a decision will be made on who to appoint.

The suitable candidate will be made an offer of employment by the pre-school supervisor with the permission of the committee SUBJECT to acceptable reference and DBS checks. If reference checks are acceptable and the DBS is processed, the applicant may commence employment. The employee will be on probation during their induction period.

DBS Enhanced disclosures/Reference Checks

Relevant checks are carried out on everyone that helps on a regular basis in pre-school. No-one is ever left alone with the children unless they have been suitable checked. If a conviction is found on the DBS check that is not relevant to working with children this will be discussed with the individual and an agreed record of this discussion will be documented on their staff file.

All references received for a candidate will be checked by the supervisor and committee chair.

Staff Induction/Probation

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

We have a first day induction check list for all new staff and the supervisor for the setting runs through this plan on the first staff induction day and both parties sign to agree they are happy to move forward to the agreed employment start date. The member of staff is then put on a 6 month probation plan which is reviewed regularly with the supervisor this includes the following:

BURHAM PRESCHOOL – RECRUITMENT, STAFF EMPLOYMENT/ INDUCTION POLICY

- Introductions to other staff, committee members and parents of key children.
- Familiarising with the building, health and safety and fire procedures.
- Ensuring our policies and procedures have been read and are carried out.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed included what is expected of a key person.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- During the induction period the individual must demonstrate they are able to fulfill all the job description requirements

The final probation review date is agreed with the candidate on the initial induction day and if the supervisor is not happy that the probation has been completed successfully a meeting will be held, minutes will be taken and actions agreed with the member of staff, supervisor and committee on the next steps. The probation period may be extended due to sickness or lack of opportunity to fulfill job requirements within the set time period and this will be discussed and agreed in writing.

Supervision of Staff

Burham pre-school supervisor is Tracey Beechey and named Deputy (Tanya Best). In the unlikely event of both being absent from the setting on the same day, the supervisor will appoint a suitable level 3 qualified member of staff to be in charge for that session.

The supervisor attends regular management committee meetings to make sure they are up to date on all daily working practices, staff issues etc.

Staff Employment

- We aim to use the following minimum ratios of adult to child:
 - children aged two-three years: 1 adult : 4 children
 - children aged three–five years of age: 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person & buddy approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting.
- We hold regular staff meetings which all staff are required to attend. We use these meetings to reflect on practice, undertake curriculum planning and to discuss children's progress, their achievements and any difficulties or behaviour issues which may arise from time to time.
- 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 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 marital status, age, gender, culture,

religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

- Our setting supervisor holds an NVQ L4 Early Years Care and Education qualification; the deputy supervisor holds an NVQ L3 qualification. Training is provided to meet welfare requirements at all times.
- We use Ofsted guidance on obtaining references and criminal record checks through the DBS 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 provide staff with an induction Program. This induction includes discussing and agreeing all our policies and procedures especially with regard to health and safety and child protection.
- We support the work of our staff by holding regular supervision meetings to discuss individual's achievements, best practice and identify areas for improvement.
- All new staff are provided with a copy of our Grievance and Disciplinary procedure.
- Staff will take their holiday breaks when the setting is closed. If there are special circumstances where staff may need to take time off for any reason other than sick leave or training, this has to be agreed with the supervisor with sufficient notice.
- All staff must arrive and be ready to work by 8.45am or 9am. If any member of staff arrives after this time on regular occasions (weekly basis) then disciplinary procedures will be put into place.
- At least one person who has a current pediatric first aid certificate will be on the premises at all times when children are present and will accompany children on outings.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- If any member of staff arrives for work under the influence of alcohol or any other substance which may affect their ability to care for the children they will be sent home immediately and our disciplinary procedure will be followed.
- We have contingency plans to cover last minute staff absences, as follows:
Option 1 – any other non-working member of staff for that session will be contacted to cover.
Option 2 – We have committee members contact list in the register which will be used for cover purposes if necessary.

DISQUALIFICATION

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children-whether received before, or at any time during, 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.

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INDUCTION POLICY

Reference Requests

The supervisor of the preschool will provide a standard reference letter for any staff that request it this will only include the length of employment, details of any safeguarding or disciplinary issues and a sickness record.

This policy was adopted by: *Burham Pre-school*

On _____

Date to be reviewed _____

Signed: _____ (*supervisor*)

_____ (*chairperson committee*)