



Employment - including suitability, contingency plans, training and development

Policy statement

At Little Gillies we meet the safeguarding and welfare requirements of the Early Years Foundation Stage, insuring that all our staff are appropriately qualified, and we carry out checks for criminal and other records food the criminal Records Bureau in accordance with statutory requirements.

Procedure

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, these are reviewed and updated between staff and management

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, sex, sexual orientation, age, marriage or civil partnership.

Applicants will not be placed at a disadvantage by imposing conditions or requirements that are not justifiable

We use Ofsted guidance on obtaining references and enhanced criminal record checks through the criminal Records Bureau for the 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 will keep all records relating to Employment of staff and volunteers in particular those demonstrating that checks have been done including the date and number of the enhanced DBS check

Staff are expected to disclose any convictions, cautions, Court orders, reprimands and warnings which may affect their suitability to work with children where they received before at any time during their employment with us



Disqualifications

Where we become aware of any relevant information which may lead to the disqualification of any employee, we will take appropriate action to ensure the safety of children. In the event of a disqualification the person's employment with us will be terminated

Changes to staff

We Inform Ofsted of any changes to the person responsible for Little Gillies

Training and staff development

A manager and deputy hold the cache level 3 diploma in childcare and young people's workforce or the equivalent or higher qualifications and a minimum of half hold a level 2 certificate for children and young people workforce or equivalent or higher

Little Gillies budget allocates resources to training

We provide staff induction training in the first week of employment . This induction includes a health and safety policy and safeguarding children and child protection policy. Other policies and procedures will be introduced later through the induction plan

We support the work of our staff by holding regular supervision meetings and appraisals

We are committed to recruiting appointing and employing staff in accordance of all relevant legislation and best practice

Staff taking medication or other substances

If a member of staff is taking medication which might affect their ability to care for children we ensure that they seek further medical advice, staff only work directly with the children with medical advice confirms that the medication is a likely to impair their ability to look after children properly

Staff medication on the premises will be stored securely and kept Out of Reach of children at all times in the lock medicine cabinet



2.1 Safer Recruitment

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 and further action will be taken

Managing staff absences and contingency plans for emergency

At Little Gillies holidays are taken throughout the year which has been authorised by the manager so that ratios are not compromised

Where staff are unwell and take sick leave we organise cover to ensure ratios are maintained at all times

Sick leave is monitored and action is taken where and when necessary

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023



2.1 Safer Recruitment