



STAFF EMPLOYMENT AND SAFER RECRUITMENT POLICY

Catkins Preschool

July 2022

Our staff and children are at the heart of Catkins Preschool and we are happy to provide children with a homely and caring environment to play and learn in. All of our staff are appropriately qualified and trained in all mandatory areas. We encourage staff to develop and grow their own knowledge and understanding of the EYFS and offer opportunities for further training should staff request it.

We work with the ratios set out in the EYFS statutory framework which dictates that children should be cared for 1 adult to every 4 children when aged 2-3 and 1 adult to every 8 children when aged 3-5. Staff with qualified teacher status are able to care for 13 children over the age of 3. These are the minimum ratios set out by the government, however we prefer to operate with a higher level of adults to ensure the highest level of care for the children.

We use a key person system to build a relationship between your child, yourself and the setting. This person will be introduced to you and will be responsible for monitoring your child's development and progress throughout their time with us. Although each child is allocated a key person it must be made clear that all members of staff are responsible for all of the children in the setting and will also build strong bonds with children who aren't assigned to them.

We hold staff meetings regularly to discuss the setting and curriculum and also pass down information to staff about recent courses and legislation. This can be through email memos or a face to face meeting.

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

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 safeguarding. We continue to support the work of our staff by holding regular supervision meetings to discuss individual's achievements, best practice and identify areas for improvement.

Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.

Recruiting New Members of Staff

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. Catkins Preschool works towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. 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.

Steps to ensure a high level of safeguarding whilst carrying out recruitment are as follows:

- Asking applicants to fill out an application form to make gaps in employment more obvious, where this is apparent the gaps will need to be fully explained.
- Asking a safeguarding question during the interview to ensure the applicant has a sound and up to date knowledge of safeguarding within a preschool setting.
- Providing all members of staff with a safeguarding handbook including the policies and procedures relevant to safeguarding.

Advertising a Position

Any vacancies will be advertised in the local community, on our website and facebook page, job descriptions are available on request. The advertisement will state that appointment is subject to DBS checks. All applicants will be asked to send us a CV. 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. Suitable applicants will be invited to attend an interview with Anne Phillips. If a candidate is suitable they will be made an offer of employment, but this will be subject to acceptable reference checks, including one from their most recent employer, 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

No one is ever left alone with the children unless they have been suitable checked, this includes carrying out DBS checks. 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.

Catkins Preschool will inform the DBS if they have:

- Dismissed someone from their job because they have harmed someone
- Dismissed or removed them from an activity because they have harmed someone
- Planned to dismiss someone but they have resigned first

Induction Period

During the probation period of induction, new staff members will be expected to read all policy and procedure documents. Any information about children such as their allergies, medical conditions and any ongoing special educational needs provisions will be discussed if relevant to their role. They will be introduced to our curriculum topics and themes and the expectations of activities on the children undertaking them. Daily tasks will be explained to them and they will be monitored carrying out different jobs to check they understand how they need to be completed. If the member of staff is to be immediately allocated key children, the management will introduce them to the family at the earliest point. After the successful completion of the probation period of three months, the staff member will be given a contract which they must sign and return.