

# SAFER RECRUITMENT POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Policy
- Camera Policy
- Mobile Phone and Social Media Policy
- Prevent Duty Policy
- Whistleblowing Policy

## **General Welfare Requirement: Suitable people**

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## **Policy statement**

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

We provide a staffing ratio in line with the requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks through the Disclosure and Barring Service (DBS). All staff hold an Enhanced DBS certificate and have registered for the update service in accordance with statutory requirements.

# Induction of staff and volunteers

## Procedures

We provide staff induction training when staff or volunteers join our pre-school. This induction includes our Health and Safety Policy, Safeguarding Children and Child Protection Policy and our Safer Recruitment Policy. Other policies and procedures will be introduced within the induction plan.

- Induction includes the following:
  1. Introductions to all staff and volunteers.
  2. Familiarising with the building, health and safety and fire procedures.
  3. Ensuring our policies and procedures have been read and are carried out.
  4. Ensuring our safeguarding policy and procedures are read and are understood.
  5. Ensuring our codes of practise are understood and signed
  6. Introduction to parents, especially parents of allocated key children where appropriate.
  7. Familiarising them with confidential information where applicable in relation to any key children.
  8. Details of the tasks and daily routines to be completed.
- The managers induct new staff and volunteers.
- During the induction period, the individual must demonstrate the understanding of and compliance with our policies, procedures, tasks and routines.

All new members of staff provide a two current DBS and have demonstrated good practise during sample sessions in Room 1 and Room 2. Successful completion of the induction process forms part of the probationary period.

## Student placements

Our pre-school recognises that qualifications and training make an important contribution to the quality of care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

### Procedures

- We require schools placing students under the age of 17 years with our pre-school to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by our pre-school may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We cooperate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with an induction on how our pre-school is managed, how our sessions are organised and our policies and procedures.

- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of our pre-school.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

## Employment

To ensure that children below school age and their parents are offered high quality early years care and education.

### Ratios

- To meet this aim we use the following ratios of adult to child:
  - Children aged two years of age: 1 adult : 4 children
  - Children aged three and above: 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents/carers for the child's well-being and development in our pre-school. We have an open door policy whereby parent/carers can discuss their child's progress with the key person.
- We hold staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

## Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff will have job descriptions which set out their staff 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 our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced disclosure checks through the Disclosure and Barring Service (DBS) for staff and volunteers who will have access to children. This is in accordance with regulations under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, including the date and number of the enhanced Disclosure and Barring Service (DBS) check.

## Changes to staff

- We will inform Ofsted of any changes in the person responsible for our pre-school.

## Training and staff development

- Our pre-school managers hold Level 4 Diplomas in Childcare and key person hold level 3 Diplomas in Childcare.
- We provide in-house training to all staff - whether paid staff or volunteers.
- We support the work of our staff by holding regular staff meetings, termly supervisions and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

## Managing staff absences and contingency plans for emergencies

- Our staff take most of their holiday breaks when our pre-school is closed. Where staff need to take time off for any reason other than sick leave or training, this has to be agreed with the manager and with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences.

This policy and its procedures was adopted at a meeting between Mrs Sara Ward and Mrs Terina Wilkinson, Managers, on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by Mrs Sara Ward  
Manager

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And  
Mrs Terina Wilkinson  
Manager

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