



# HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"

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## 5.1: Employment & Staffing Policy & Procedure

Harpole Preschool has adopted the Preschool Learning Alliance (PLA) policy Employment and Staffing. The PLA ensure that their policies adhere to statutory guidance and legislative procedure and they provide the preschool with any updates. All policies and procedures are ratified by the Preschool Committee members on a rolling programme. The preschool staff, led by Sharon Matthews, ensure that their practice is in line with the policies and procedures outlined in the PLA guidance.

### **Policy statement**

Harpole Pre-school meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

### **Procedures**

#### ***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.
- 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 criminal record checks through the Criminal Records Bureau 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 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 CRB check. (All staff are encouraged to register with the 'update service'.)
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before or at any time during their employment with us.

### ***Disqualification***

- 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.

### ***Changes to staff***

- We inform Ofsted of any changes in the person responsible for our setting.

### ***Training and staff development***

- Our setting leader holds a level 6 BA in Early Years qualification and our deputy holds the CACHE Level 3 Diploma in Pre-school Practice. A minimum of half of our staff hold a Level 3 in Pre-school/Early Years Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the in-house training program which is reviewed on a regular basis and provided by various sources including the Pre-school Learning Alliance, Northampton Safeguarding Board, external agencies and the Supervisor.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan. (Policy 5.3)
- 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 with all relevant legislation and best practice.

### ***Staff taking medication/other substances***

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if

medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- 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 directly with the children and further action will be taken.

### ***Managing staff absences and contingency plans for emergencies***

- Our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager 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 their contract of employment.
- We have contingency plans to cover staff absences, as follows:

- *Staff absences are notified to room leaders who will contact 'off duty' staff to arrange replacement cover where possible.*
- *If a replacement staff member cannot be found the room leader will contact the management committee and use the emergency cover contacts to arrange cover.*
- *In the unlikely event that no cover can be arranged to meet minimum ratio requirements, parents will be informed of the closure of pre-school until satisfactory arrangements can be made.*

### **Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)