

EMPLOYMENT POLICY

INTRODUCTION

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) 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 our 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 disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory DBS check. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post
- We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- Our 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.
- We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of 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.

NOTIFYING OFSTED OF CHANGES

- We inform Ofsted of any changes to our Registered Person (trustees/directors/owners) and/or our manager.

TRAINING AND STAFF DEVELOPMENT

- Our owner/manager is an experienced teacher with QTS and the deputy holds the CACHE Level 3 Diploma for the Children and Young People's Workforce. Other staff hold either Level 3 or Level 2 qualifications.
- The owner/manager holds a Montessori qualification to support the Montessori curriculum of our school.
- We provide regular training to all our staff - whether paid staff or volunteers - through The Cambridgeshire County council and external agencies.
- Our budget allocates resources to training.
- We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff by holding termly supervision meetings and annual appraisals.
- We have a weekly team meeting to organize the setting and discuss any ongoing matters.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

STAFF TAKING MEDICATION OR 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. Our 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 our 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

- Staff are entitled to Bank/Public Holidays and Daisies Montessori Nursery School term holidays.
- In exceptional circumstances leave will be granted outside of this time and this should be agreed with the owner.
- Where our staff are unwell and take sick leave in accordance with their contract of employment or are on training, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:
 - As much as possible, absence will be planned to assure that suitable cover will be found.
 - In the case of unexpected absence (sickness, accident, family emergency) members of staff contact the manager or deputy manager to inform them of their absence.
 - The manager or deputy manager will check if the staff ratio is respected.
 - If yes, they will carry on with the day, otherwise they will contact the owner who is in charge of finding suitable cover at short notice.
 - Parents and students who are registered with us as volunteers and DBS checked might be contacted to cover at short notice. Parents and volunteers will never be left unsupervised with the children during the time they cover for a staff member.
 - As a last resort, parents will be advised that Daisies Montessori Nursery School has a shortage of staff and that the number of children will be limited for the day. Priority will be given to working parents.