



High Legh Preschool Nursery - Employment & Staff Recruitment / Selection

Policy Statement

High Legh Preschool Nursery meets 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 to follow in the event of a vacancy becoming available:

- The recruitment policy will be checked to ensure it is up to date before the process of recruitment begins.
- A copy of our safeguarding policy will be included in all recruitment and selection materials.
- Up to date job descriptions and person specifications for the role(s) will be agreed with the Chair of the Committee
- Staff vacancies will be advertised through the usual channels e.g. newsletters, local newspapers, recruitment sites such as Indeed etc.
- A suitable candidate information pack will be compiled which will contain all the required information about the setting, the role, the recruitment timetable and our safeguarding policy.
- Candidates will apply for an application form which will contain the information pack.
- Application forms and C. V's will be returned to the Nursery Manager by the agreed date.
- It is the policy to consider applications from candidates regardless of disability, gender assignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership.
- Each application received will be scrutinised in a systematic way by the shortlisting panel in order to agree a shortlist before sending invitations to interview.
- All shortlisted candidates will receive the same letter of invitation to interview, supplying them with all necessary information.
- All shortlisted candidates will be interviewed face to face by a member or members of the Committee and the Manager to gain an objective assessment of the candidate's ability to meet the person specification and job description.
- The Interview panel will ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.

- Candidates will be required to prove their identity and qualifications at the interview and also their eligibility to work within the UK and if they have any criminal history.
- The preferred candidate will be informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.
- 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 enhanced criminal records check with barred list(s) check through the DBS. 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.
- The successful candidate will be informed that the job offer is conditional, dependent on the return of two satisfactory written references and an enhanced Disclosure and Barring Check.

REFERENCES, HEALTH and POLICE CHECKS

Employment will commence with a 3-month probationary period. On the completion of a satisfactory probationary period a formal contract of employment will be signed. Staff will have regular on-going supervisions and appraisals after the initial probationary period to ensure staff are kept up to date with issues and any training needs can be identified and met. Staff will be required to attend staff meeting as deemed necessary by the Nursery Manager.

- 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. This is always completed during staff supervisions.
- Our staff are expected to disclose any medication which may affect their ability to care for children
- 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 High Legh Preschool Nursery will be terminated.

Notifying Ofsted of changes

- The registered person for High Legh Preschool Nursery is currently The Nursery Manager. We inform Ofsted of any changes to our Registered Person and also the trustees of our provision.
- Ofsted will be informed if we become aware of any information which may lead to the disqualification of an employee.

Training and staff development

- It is our aim for every staff member to hold a current Paediatric first aid certificate
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through the Preschool Learning Alliance 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 Children and Child Protection Policy. Other policies and procedures are introduced within an 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 with all relevant legislation and best practice.

High Legh Preschool Nursery provides an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

To avoid staff being overloaded with information the induction period will be spread over a three-month period, the Nursery Manager will have an informal chat at the end of the first week, at the end of the first month and after three months. This will ensure that staff know their responsibilities, understand how the setting works and what is expected of them.

High Legh Preschool Nursery has a written induction plan for all new staff, which includes the following:

- Introductions to all employees and volunteers including management committee members.
- Familiarisation with the building, health and safety, and fire and evacuation procedures.
- Ensuring our policies and procedures are read and adhered to.
- Introduction to the parents, especially parents of allocated key children where appropriate.
- Familiarisation with confidential information in relation to any key children where applicable.
- Details of the tasks and daily routines to be completed.

The Manager or Deputy Manager carries out the induction process. During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. Successful completion of the induction forms part of the probationary period. Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

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. 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 always be stored securely and kept out of reach of the children.
- 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

- Our term time staff may not take their holidays during term time. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with the Nursery Manager with enough notice.
- Our full-time staff reserve holidays for a shutdown week during the Christmas period. All other annual leave must be agreed with the Nursery Manager. No more than one member of staff can be allocated holidays at the same time. Adequate notice must be given for a holiday to ensure cover is available.
- Where our 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 individual's contract of employment.

Student Placements Policy

Policy Statement:

High Legh Preschool Nursery recognises that qualifications and training make an important contribution to the quality of the care and education that we provide. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training with the purpose of gaining practical experience. 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 students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- We require students in our setting to have an enough understanding and use of English to contribute to the well-being of children in our care.
- We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
- We always supervise students under the age of 17 years and do not allow them to have unsupervised access to children
- Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Students and apprentices, over the age of 17, who are undertaking a level 3 qualification may be counted in the ratios if the Manager deems them to be suitably qualified and experienced.
- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- We require students to keep to our Confidentiality and Client Access to Records Policy.

- We co-operate 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 a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- Students will be made aware of all safety aspects whilst at the Pre-school
- Who staff are and who they will report to
 - What their responsibilities will be
- Where all the fire alarms and equipment are located
- How to evacuate the premises safely.
 - How to keep the children safe from harm
 - How to lift equipment safely and what to do if they see a hazard
- What they are not authorised to do whilst at the setting i.e. take children to the bathroom.
- 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 the setting. Typically, High Legh Preschool Nursery will only have one student at any one time.
- 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.