

SECTION 2.0

SUITABLE PEOPLE

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

2.1 Employment

(Including suitability, contingency plans, training, and development)

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that:

Our staff are appropriately qualified, and we carry enhanced criminal checks/ DBS and other records through the Criminal Records Bureau in accordance with statutory requirements. We ensure that at least one member of our recruitment panel has attended safer recruitment training.

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 based on 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 use Ofsted guidance on obtaining references and enhanced criminal record/ DBS 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.
- Prior to employment all staff must provide a minimum of two references.
- We keep all records relating to employment of staff and volunteers, those demonstrating that checks have been done, including the date and number of the enhanced CRB/ DBS check.
- 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 Manager holds a Level 3 in Early Years and deputy holds a CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification every session.
- We provide training to all staff - whether paid staff or volunteers - through North Somerset Council CPD Online and other external agencies.

- Our annual budget allocates every permanent staff member with a training budget for that academic year and is stated in the employee's contract of employment.
- We provide staff induction training which includes our Health and Safety Policy and Safeguarding Children, Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding supervision meetings and appraisals and monthly staff meetings.
- We are committed to recruiting, appointing, and employing staff in accordance with all relevant legislation and best practice. We have a safer recruitment trained employee and advice seek the assistance from North Somerset council team with paperwork and sitting on the interview panel.

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 always kept out of reach of the children.
- 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 in accordance with employee handbook.

Managing staff absences and contingency plans for emergencies

- Our staff work 38 weeks a year in school term time only and are not entitled to any paid time off during working hours. Staff are paid the statutory allowance for holiday entitlement in their monthly salaries as stated in their individual contracts and includes bank holidays. Where staff may need to take time off for an emergency, urgent appointment that cannot be changed or any reason other than sick leave or training, this must be discussed at the earliest convenience with the manager. Permission may be granted or turned down depending on the staffing levels and nature / reason of the time off / appointment.

- 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, a return-to-work interview is carried out and action is taken where necessary, in accordance with the contract of employment. A statutory sick form is completed, where appropriate.
- We have contingency plans to cover staff absences listed below, depending on if a qualified or unqualified person is required.

1) For a Qualified Replacement Required (Level 2 upwards)

- 2) Ask a qualified member of staff that does not usually work that session / day.
- 3) Ask a contracted qualified bank staff.

Miss Julie Maggs 078363668323

4) Ask a qualified enhanced CRB/ DBS checked bank staff member.

Miss Julie Maggs 078363668323

5) Call an external recruitment agency.

HAYS Education Recruitment Agency

Daniel Himple (Senior EY and TA Consultant)

Hays Education, Hartwell House, 55 - 61 Victoria Street, Bristol,
BS1 6A

Telephone: 0117 9279369, Fax: 0207 068 5465 or email:

daniel.himple@hays.com

For an UN qualified Replacement Required

- 1) Ask an unqualified bank staff.
- 2) Ask Enhanced CRB/DBS checked Committee Member.
- 3) Ask a Parent/ Carer of child at Preschool.

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

2.2 Student placements

Policy statement

Our setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We sometimes 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 people' requirements of Ofsted and have CRB/ DBS checks carried out via their college.
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools placing students under the age of 17 years with the setting 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.
- Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance from the Preschool Learning Alliance, which covers both trainees and voluntary helpers.
- We require students to keep to our [Confidentiality and Client Access to Records Policy](#).
- We co-operate with students' tutors to help students to fulfil the requirements of their course of study and accommodate mentor visits.
- We provide students, with a short induction on how our setting 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 the setting.
- 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.

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

At least one person who has a current paediatric first aid certificate is always on the premises when children are present and must accompany children on outings.

Health

The provider must ensure there is always a first aid box accessible with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

2.3 First aid

Policy statement

In our setting, staff can take action to apply first aid treatment in the event of an accident involving a child. All our permanent members of staff hold a current paediatric first aid certificate. The first aid qualification includes first aid training for infants and young children. All staff first aid training is local authority approved, recognised by Ofsted and is relevant to staff caring for young children.

One member of our staff has anaphylaxis training.

Procedures

The first aid kit

Our first aid kit is always accessible, complies with the Health and Safety (First Aid) Regulations 1981 and typically contains the following items (subject to use and expiry dates):

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:

- Small x 3.
- Medium x 3.
- Large x 3.
- Composite pack containing 20 assorted (individually wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16-dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

The first aid boxes are easily accessible to adults in the kitchen and window ledge for outside play and are kept out of the reach of children. A first aid kit is also carried by a staff member during an outing (this is in addition to the other first aid kits.)

In addition to the first aid equipment, we have on site:

- Disposable plastic (PVC or vinyl) gloves.
- A digital ear thermometer.
- A clear labelled box for Non and prescription medication that is not to be stored in the fridge is kept in the kitchen i.e.: Piriton.
- At the time of each child's registration to the setting, parents provide written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2017)
- Guidance on First Aid for Schools (DfEE Revised 2014)

