

Suitable Persons Policy

Rationale

All adults working in the Pre-School Centre are committed to providing high quality care and education for the children. Our primary concern is the safety and welfare of the children and every member of staff is suitable for his or her role and responsibilities.

The Pre-School Centre will ensure:

- Parents are aware of the policy for recruiting suitable persons to work in the Pre-School Centre.
- All the practitioners who care for the children, work with the guidance and regulations according to the welfare requirements relating to the Statutory Framework for the Early Years Foundation Stage.
- All practitioners are suitably qualified (stated on the Ofsted checker) in their roles as Early Years Inform Ofsted of any changes to staff at the setting.

Practitioners

- We ensure practitioners regularly attend training courses to keep up their practice to date identified through appraisals and supervisor meetings.
- The safety and welfare of the children is paramount when staff are being recruited. Ofsted is responsible for checking the suitability of any persons working on our premises, they obtain enhanced criminal records checks and barred list checks. As a provider, we obtain an enhanced criminal record disclosure in respect of every person aged 16 and over including students and volunteers accepted to work in the Pre-School Centre in accordance with the Protection of Children Act.

The Managers

- Hold relevant childcare qualifications (N.N.E.B, BTEC, NVQ Level 5 and above which enables us to carry out the role competently.
- Are responsible for the everyday management of the Pre-School Centre and meets the statutory welfare requirements.
- Ensure that all staff, students and volunteers are aware of the code of conduct for the

Pre-School Centre and that they behave in accordance with it.

Recruiting suitable staff

Recruitment:

- Our Human Resources department hold a current job description for all roles, which details the Suitable Persons Policy role and responsibilities of the post, as well as the qualifications and experience required.

This information is made available to prospective applicants, along with an application form and details about our setting via an online portal.

- We ask applicants to complete an application form, giving details of their qualifications, and experience, in early years.
- We hold interviews for applicants who meet the essential and desirable criteria in the post's person specification within the application.
- We ask applicants who are called for an interview to provide the original certificate(s) of their relevant qualifications (not photocopies).
- We ask applicants to provide (2) referees who can confirm their recent experience of working with children and early years.

Through the interview process

- We check that applicants know and understand the welfare requirements of the Statutory Framework for the Early Years Foundation Stage, considering the role and responsibilities of the post and various other questions regarding early years.

Offers

We carry out checks to ensure the suitability of prospective staff through the appropriate procedures of:

- DBS checks - enhanced
- Once we have chosen a successful candidate, we send the prospective member of staff a written offer for the position.

Students and volunteers

- A qualified member of staff supervises all the students and volunteers working in the Pre-School Centre, we work closely with the student using our practitioners as mentors - Please see Student Policy.

All students will meet the suitable person requirements - and have DBS checks carried out
All students in our setting are not counted in our ratio

We cooperate with the student tutors for them to fulfil their requirements of study.

We provide students with an induction at the beginning of the placement.

Training and qualifications

- We offer a period of induction to all new staff, students and volunteers.
- A qualified, experienced member of staff acts as a mentor to all students and volunteers.
- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- We use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the registered person.
- We monitor staffs progress and provide CPD support through supervisory meetings.

Managing staff absences and contingency plan for emergencies

Staff take their holidays after the term has ended. For staff that are all year round, this is taken on application via ITrent and notification to the manager.

Where staff are unwell, take sick leave or are training we arrange with our staff to cover, in the event of extra cover we use an agency – Step by Step to ensure ratios are maintained.

Absent procedure

Staff must notify the manager at the earliest opportunity if they are unwell.

The manger will contact another member of staff to check for availability.

An agency is used for staff cover if our staff aren't available or absent due to unforeseen circumstances.

Babies and children under 2

To meet the specific care needs of babies and children under 2:

- Staff who work with children of this age have a recognised and relevant qualification and are suitably experienced and competent. Before an appointment is made, we ask to see evidence of qualifications and recent experience.
- Any staff, students and volunteers who are inexperienced with children of this age work under the direct supervision of suitably qualified and experienced staff.

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

Reviewed - 05.05.2022- By Lisa Best/Saskia Gregory

Next Review -05.05.2023