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The Employment of Staff

Bradpole Preschool will meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage (revised September 2021), ensuring that our staff are appropriately qualified. We carry out checks for criminal and other records, through the Disclosure and Barring Service in accordance with statutory requirements.

Vetting and staff selection; disqualification, training and development.

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff and requirement and selection
- All staff members have job descriptions, which set out staff rules and responsibilities
- We welcome applicants 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 use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS 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 vetting and barring scheme
- All new staff are appointed and employed by a panel of three people. The panel will be made up of the preschool leader (manager), the Chair of the preschool and the nominated member of the committee for safeguarding. The preschool leader has completed safer recruitment training.
- We keep all records relating to the employment of staff and volunteers, in particular those demonstrating that checks have been made; including the date and number of the enhanced DBS checks as well as who asked for the checks to be completed and the company used. A minimum of two references are required and followed up by the manager.
- References are checked to ensure they are addressed personally to the preschool lead and not openly addressed (To whom it may concern). References must also be requested/obtained by the Preschool Lead or Committee Chair and not by the applicant.
- A written contract and job description are issued and signed by the preschool leader and in turn by the member of staff as acceptance of the terms and conditions of employment
- All appointees are subject to Three month's probationary period
- The preschool has an Equal Opportunities Policy (valuing diversity and promoting equality) in relation to employment of staff



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- Staff are expected to disclose any convictions, cautions or court orders, reprimands and warning which 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 the children, as set out in points 3.14-3.18 of the EYFS Statutory Framework 2021.
- In the event of a disqualification, that person(s) employment will be terminated with us and Ofsted will be informed within 14 days
- In the event that an employee needs to be disqualified, we give Ofsted the following information when relevant:
 - Details of any order, determination, conviction, or grounds for disqualification from registration under the registrations made under Section 75 of the Childcare Act 2006
 - The date of the order, determination or conviction, or the date when the other ground for disqualification arose
 - The body or court that made the order, determination or conviction, and the sentence (if any) imposed
 - A certified copy of the relevant order
 - We inform Ofsted of any changes to the person responsible for our preschool.

Training and staff development

- The preschool leader (manager) has a NVQ level 3 in Childcare learning and development, Level 3 in early years SEN coordination and Level 2 in understanding Autism
- The deputy has a Level 4 NVQ in childcare and education
- Most other practitioner staff have Level 3 or above in child care and education or equivalent.
- The preschool has one apprentice: who is training towards a level 2
- We provide regular in-service training to all staff or volunteers
- Our setting has a budget allocated for resources and training
- All members of staff have completed a paediatric first aid course which is refreshed every three years
- The preschool Leader is responsible for checking training needs and carrying out an audit
- We provide staff with induction training in the first week of employment. This induction includes our Health and Safety policy and safeguarding children and child protection policy



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- We support the work of our setting 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 children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly
- All medication including staff medication on the premise will be stored securely and kept out of reach of the children in the staff's locked locker
- 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 should take their holiday breaks when the setting is closed. Where staff may need to take time off for any other reason other than sick leave or training, it must be agreed with the preschool leader with sufficient notice. Staff should request no more than 5 days unpaid holiday during term time each academic year, in exceptional circumstances, more days may be taken at the discretion of the Preschool Lead.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure appropriate staff to child ratios are maintained
- Sick leave is monitored and action taken where necessary in accordance with the contract of employment
- We have contingency plans to cover staff absences as follows:
 - The preschool leader contacts staff who are available to work to cover the staff member's absence
 - If the preschool leader is absent then the deputy will organise cover

Other useful pre-school learning alliance publications

- Recruiting and Managing Employees (2011)
- Employee Handbook (2012)
- Statutory framework for the early years foundation stage (sept 2021)

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2025

Date to be reviewed: Autumn Term 2026