



Employment of Staff

Policy Statement

Bradpole Preschool will meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage (EYFS) statutory framework (effective from September 2025), ensuring that our staff are appropriately qualified. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) 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 recruitment and selection.
- All staff members have job descriptions which set out staff roles 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 the imposition of conditions or requirements that are not justifiable.
- We follow current EYFS safeguarding requirements when 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 the Safeguarding Vulnerable Groups Act 2006 and safer recruitment requirements.
- All references are obtained before employment commences and are checked to ensure they are addressed personally to the Preschool Leads and not openly addressed "To whom it may concern". References must be requested and obtained by the Preschool Leads or Committee Chair, not by the applicant.
- All new staff are appointed and employed by a panel of three people. The panel will consist of the Preschool Leads, the Chair of the preschool, or a member of the core committee. The Preschool Leads have completed safer recruitment training.
- We keep all records relating to the employment of staff and volunteers, particularly those demonstrating that checks have been completed, including the date and number of enhanced DBS checks, who requested the checks, and the company used. A minimum of two references is required, one written and one verbal, and followed up by the Leads.
- A written contract and job description are issued and signed by the Preschool Leads and, in turn, by the member of staff as acceptance of the terms and conditions of employment.
- All appointees are subject to a three-month probationary period.
- The Preschool has an Equal Opportunities Policy (valuing diversity and promoting equality) in relation to the employment of staff.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands, or warnings which may affect their suitability to work with children, whether received before or at any time during their employment with us.
- All staff receive safeguarding and child protection training appropriate to their role and are expected to understand whistleblowing procedures and safeguarding responsibilities.
- Staff complete a suitability check each year to either sign to confirm no changes or to list changes.



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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 the EYFS Statutory Framework.
- In the event of disqualification, that person's employment with us will be terminated and Ofsted will be informed within 14 days.
- In the event that an employee is disqualified, we will provide Ofsted with the following information where relevant:
 - Details of any order, determination, conviction, or grounds for disqualification from registration under Section 75 of the Childcare Act 2006.
 - The date of the order, determination, or conviction, or the date when the other grounds 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 Leads hold a Level 3 and a Level 4 in Early Years qualification, a Level 3 qualification in Early Years SEN Coordination, a Level 3 in Safeguarding and a Level 2 qualification in Understanding Autism, along with many other qualifications.
- The Deputies hold a Level 3 qualification in Childcare and Education.
- Most other practitioner staff hold a Level 3 qualification or above in Childcare and Education, or an equivalent qualification.
- The Preschool has one practitioner who is currently training towards a Level 3 qualification, having achieved Level 2 this past year.
- We provide regular in-service training to all staff and 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 identifying training needs and carrying out a training audit.
- We provide staff with induction training during their first week of employment. This induction includes our Health and Safety Policy, Safeguarding and Child Protection Policy, whistleblowing procedures, and staff code of conduct.
- 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.



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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 on the premises, including staff medication, will be stored securely and kept out of the reach of children. Children's medication will be stored in the locked medicine locker. Staff medication will be stored either in the locked medicine locker or in the staff member's own 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

- Staff should take their holiday entitlement when the setting is closed. Where staff need to take time off for any reason other than sickness or training, this must be agreed with the Preschool Leader with sufficient notice. Staff should request no more than five days of unpaid leave during term time in each academic year. In exceptional circumstances, additional days may be granted at the discretion of the Preschool Leader.
- 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 in place to cover staff absences as follows:
 - The Preschool Leads contacts available staff members to cover the absence.
 - If the Preschool Leads are absent, one of the Deputies will organise cover.

Legislation and guidance

- Early Years Foundation Stage (EYFS) Statutory Framework (September 2025)
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Working Together to Safeguard Children (HM Government, 2026)

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027