

## Suitable People Policy & Procedure

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### Version Control

Number	Summary of Change	Date Implemented
1.0	Minor updates and typos - separation into individual policy docs.	30/09/16
1.1	Annual Review - minor updates re: DBS and annual review	25/07/2017
1.2	Minor updates	23/07/2019

Signed:

Dated:

# Suitable People Policy & Procedure

## Staff Qualifications, Skills, Training & Support Procedures

### Suitable People Procedure

Staff are normally recruited through advertising via the Buckinghamshire County Council web site or on the Pre-school Notice Board. We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.

Candidates will be required to apply in writing and complete an application form detailing their previous experience. Suitable candidates will be invited to an initial interview by the Manager and Deputy and, if successful also complete a practical assessment working with the children. The successful candidate will be contacted and offered the position. An offer letter will then follow which will include a job description and details of the disciplinary and grievance procedure for employees. Upon receipt of an acceptance letter for the position, the following will be completed:

- Disclosure Baring Service check (DBS) - extra checks for those working or living abroad in previous six months.
- Two references, one from a previous employer
- Health declaration
- Original certificates of relevant qualifications - copies will be taken for the personnel file
- Work permit, if required

Until these checks have been completed the new member of staff cannot commence their employment at The Treehouse Pre-School (Southcourt Baptist Church). A contract of employment will be then be issued to the new member of staff. All new staff members are subject to a three month probationary period. Induction training will include Health and Safety, Child Protection, Confidentiality, Food Hygiene, Routine and Planning

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation

## **Staff Information and Ratios**

- We operate ratios that provide at least one member of staff to eight children. Where we have under 3's in a session we maintain a ratio of 1:4 for them and 1:8 for over 3's. The number of under 3's in any session cannot exceed 16.
  - Upon entry into the setting each child is allocated a key person whose role is to take a special interest in them.
  - Regular staff meetings and in house training provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and difficulties.
  - Staff training meets all regulatory requirements. This means that at least half of all staff present in a session have at least a Level 2 Qualification.
  - We support the work of our staff and identify their ongoing training and development needs by means of regular discussion both informal (e.g daily meeting) and formal (monthly supervisions and annual review).
  - We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- \* All staff are required to complete an induction procedure which will be repeated after one month's employment

## **Student Placement/Volunteer Procedure**

1. The needs of the children are paramount, students will not be admitted in numbers which hinder the essential work of the pre-school
2. Students required to conduct child studies including observations will obtain written permission from the parents of the child to be studied.
3. Unless registered as a fit person students and volunteers will not have unrestricted access to children.
4. Any information gained by the students or volunteers about children, families or other adults in the pre-school must remain confidential. Together with information gained by the setting about the student or volunteer

5. Any student or volunteer attending pre-school on a regular basis will undertake an enhanced Disclosure and Barring Check.
6. The Pre-school Manager will cooperate fully with any tutors involved with students.
7. Students and volunteers are given full information and guidance on their roles and responsibilities during an induction session.
8. Staff and volunteers or students under the age of 17 will not count towards the ratio of staff to children and will be supervised at all times. Individuals aged 17 or over who are on a long term placement or working as an apprentice may be included in the ratios if the Manager is satisfied they are competent and responsible. However, as far as is practicable in the day to day running of the setting, students who are 17 or over will not be counted in the ratio.

### **Protecting Children from Smoking, Drugs & Alcohol**

There is no smoking (including any form of e-cigarette), drinking alcohol or taking non-prescription drugs of any form, allowed in any part of the setting at any time the pre-school is in session.

We ask parents to please refrain from smoking in the immediate vicinity of the pre-school for the safety and comfort of those who may choose to wait outside with younger children and babies.

If we are aware that a parent/carer is under the influence of alcohol or recreational drugs or other medication that affects responsibility when they come to collect their child, we will in the first instance contact the next person on the emergency contact form, or where this is not possible, the police and first response unit. In any case we would inform First Response.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Practitioners who are taking medication which may affect their ability to care for children should seek medical advice. Only those practitioners who have obtained medical advice confirming they are suitable to work with children will be enabled to do so. Staff medication must be securely stored at all times.

## **Whistle Blowing - Statement of Intent & Aim**

It is our intention that staff, students or volunteers working at Pre-school feel confident about coming forward and reporting any issues/concerns whilst remaining protected from any subsequent discrimination.

It is our aim to:

- Ensure staff, students or volunteers understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Provide avenues for staff, students or volunteers to raise concerns and receive feedback on any action taken
- Ensure that staff, students or volunteers receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure staff, students or volunteers that they will be protected from possible reprisals or victimization if they have made any disclosures in good faith
- Ensure that any concerns can be reported without this leading to any harassment and the staff members', students or volunteers identity remains confidential

## **Whistle Blowing Procedure - What should be reported?**

- The inappropriate treatment or care of a child
- Any breach in the behaviour of staff, student or volunteer
- Discrimination of any kind
- Concerns that could impact on the health and safety of the children or adults

## **Methods**

- Any concern can be initially raised by any staff, student or volunteer member to the Manager and/or Deputy or Designated Responsible Person

- Discuss the nature of the concern together with the background history of the concern and provide the relevant dates of incidents
- There is no expectation that staff prove beyond doubt the truth of their suspicion; however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All employees, students or staff will be treated fairly.

### **Concerns will be dealt with in the following way**

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated by the Manager and/or deputy and/or Ofsted
- If appropriate it will be referred and put through established Safeguarding children procedures and may form the subject of an independent inquiry.
- Within ten working days of a concern being raised, the member of staff will receive in writing:
  - 1) Acknowledgement that the concern has been received.
  - 2) An indication as to how the Pre-school will proceed to deal with the matter
  - 3) Information with details of staff support mechanisms
  - 4) Information as to whether further investigations will take place and the reasons for this

It may be necessary for the Pre-school to interview staff, students or volunteers to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if wished and a friend or representative may accompany the involved member of staff for support.

If there are any difficulties experienced as a result of a concern being raised, support will be offered.

Staff, students or volunteers will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality will be maintained and every effort will be made not to reveal a member of staff, student or volunteer's identity if they wish. If however, a

member of staff, student or volunteer makes an allegation frivolously, maliciously or for personal gain, appropriate action, which may include disciplinary action, may be taken.

The Public Interest Disclosure Act 1998 seeks to protect employees from discrimination as a result of 'blowing the whistle' on their organization, or individuals within it, through amendments to employment law.