

## Suitable People-Employment

### Introduction

Eckington Under Fives Pre-school believe;

'All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children' (DfES 2006). It is the employer's (Registered Person) responsibility to create a culture and ethos within the setting that demonstrates commitment to keeping children safe.

### Our Aim

Tragically child abuse does occasionally take place in childcare settings, we believe that we can dramatically reduce the potential of this happening through building a safer workforce following our Employment policy and safer recruitment procedures.

### Safer Recruitment

When recruiting new staff, it is vital that stringent vetting procedures are implemented. At Eckington Under Fives Pre-school;

- We advertise any positions on reputable websites and state our aim to build a safer workforce through vigilant processes and checks.
- All applicants will be issued with a Job information pack to include a job description, personal specification and an application form and a statement about Eckington Under Fives commitment to safeguarding. Then they will receive a letter from the pre-school stating whether they have been successful in reaching the next stage.
- All shortlisted applicants where possible have their references checked before interview.

**References** – At Eckington Under Fives Pre-school we;

- Always take up a reference with the person's last employer, and check out any 'gaps' in their employment history.
- Always take up references directly with referees, in writing and follow up with a telephone call to the referee, as this will help to confirm the identity of both the referee and the prospective member of staff
- Never accept a written reference or testimonial from a prospective member of staff.
- Never accept a written reference or testimonial stating 'To whom it may concern'
- During an interview applicant will be asked to prove their identity, relevant qualifications and eligibility to work in the UK.
- The Pre-school manager, DSL and registered person will be present during the interview process.
- Each applicant will receive communication of whether they have been successful or not.

## **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 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 Disclosure and Barring Service (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 the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the DBS check.
- Staff are expected to disclose any convictions of themselves or a person they live with, this includes 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. An annual declaration form will be completed by the employee at the start of the Pre-school year (September).
- During the academic year, through staff supervisions (at least one half termly) staff are asked to disclose any convictions of themselves or a person they live with, this includes 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.

## **Starting work**

- The successful candidate will be informed their job offer is conditional, dependent on the return of 2 satisfactory written references and an enhanced Disclosure Barring check.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing, toileting) to any child until their DBS check comes back clear.
- New members of staff will complete an induction based around the pre-schools policies and procedures, this period will be for a minimum of 8 weeks. Their work ethic and performance will be monitored carefully and if satisfactory levels are not reached their employment may be reconsidered.
- All staff will attend an on-going suitability interview and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the pre-school. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.

## DBS Checks

- The registered person is responsible to ensure DBS checks are made for all employees or persons in contact with the children in their care.
- On employment, a new enhanced DBS check will be carried out by Eckington Under Fives Preschool, with a check against the barring list, even if the new employee currently holds one.
- If the potential employee is registered with the DBS Update Service and is still working in the same workforce, with permission, the provider should check online to ensure that their current status is clear. The provider can then accept this as evidence of an updated DBS check.
- Eckington Under Fives Pre-school reserve the right to check the update service at any-time with written permission from the employee.
- We are only able to hold a copy of a DBS for a period of 6 months, it is standard procedure at Eckington Under Fives to write the DBS reference number and the date received. This is recorded in the Safeguarding Folder (Yellow Folder).

## 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. Where we become aware of any relevant information which may lead to the disqualification of the Registered Provider or a person living with the registered provider, they will no longer be able to provide Early Years care. In this case, we would follow the Worcestershire Safeguarding Board procedures and contact Ofsted.

## Nominated Person

Ofsted expects all organisations, including committees, to choose one person to be 'the Nominated Person' to represent the organisation in their dealings with Ofsted. If the organisation is a committee, Ofsted expect a member of the committee to be the Nominated Person. This prevents Ofsted from having to speak to all committee members separately whenever they need to get in touch.

The Nominated Person is responsible for making sure the whole committee knows important information about the registration.

**The Nominated person/Registered Provider at Eckington Under Fives Pre-School is Nadine Haidon (Chair Person)**

The Registered Person/Nominated Person must have sufficient knowledge and understanding of the EYFS to be confident that the manager is able to fulfil the responsibilities of their role in ensuring the EYFS requirements are met.

### **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 kept out of reach of the children at all times.
- 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**

- As we are a term time only settings, our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Manager and the Chair person with sufficient notice.
- Sick leave is monitored, and action is taken where necessary, in accordance with the contract of employment.
- We have contingency plans to cover staff absences, we always have legal ratios on staff and have two bank staff on board our team.

### **Grievance procedure**

- Staff are expected to respect the role and the decisions made by the Committee and the Managers.
- Disagreements should be dealt with outside of the main room and not in front of other members of staff, nor parents / carers and never in front of the children.
- Disagreements should be discussed at an appropriate time.
- Staff should not be gossiping nor sharing any work worries with other members of staff during paid time.
- The Committee and the Managers will not tolerate underhand behaviour, comments, silent treatment nor gossiping which will have a detrimental impact on staff, the setting and therefore the children.
- Not following this procedure could lead to disciplinary action.
- Minor disagreements among Pre-school staff, or between staff and the Committee, can usually be resolved informally by discussion or at one of our regular staff meetings.
- If an employee is dissatisfied they must have the opportunity for prompt discussion with one of the two Managers firstly.
- If the grievance persists, the employee can take their discussion to the Committee.
- If their issue of concern is with the one of the two Managers or the registered person, then they are advised to speak to the person they have the worries with directly.

- There must be the right of appeal to the registered person and or Manager; at this level the employee may bring a colleague or trade union official.
- The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

### **Disciplinary procedure.**

- A more serious situation arises when a dispute cannot be resolved, or when the Manager or Committee are dissatisfied with the conduct or activities of an employee.
- The Chair person will consult the Pre-School Learning Alliance for advice.
- Any disciplinary matter will normally be dealt with in the following way. At every stage the employee should be given reasonable notice (5 days) that a disciplinary hearing is due to take place to give them an opportunity to prepare their case, and they should be offered the opportunity to be accompanied by a colleague or union representative if they wish. The disciplinary panel will usually consist of the Registered person/Managers.

#### **1. Verbal warning.**

- The employee should be interviewed by the registered person (one of the two Managers may also attend) who will explain the complaint.
- The employee needs to be told:
  - What action should be taken to correct the conduct
  - That they will be given reasonable time to rectify matters
  - What training needs have been identified, with timescales for implementation
  - What mitigating circumstance have been taken into consideration in reaching the decision
  - That if they fail to improve then further action will be taken
  - That a record of the warning will be kept
  - That they may appeal against the decision within a limited time period (5 days)
  - The employee will be given full opportunity to state their case.

#### **1. Formal written warning.**

- If the employee fails to correct their conduct and further action is necessary, or if the original offence is considered too serious to warrant an initial oral warning the employee will be interviewed and given the opportunity to state their case. (Reasonable time must be allowed for the employee to prepare their case).
- If a further formal warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee
- The letter will:
  - Contain a clear reprimand and the reason for it
  - Explain what corrective action is required and what reasonable time is given for improvement
  - State what training needs have been identified, with timescales for implementation
  - Make clear what mitigating circumstances have been taken into account in reaching the decision

- Warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice
- Explain that they have a right to appeal against the decision.

## **2. Final written warning**

- If the employee fails to correct their conduct and further action is necessary, or if the original offence is considered too serious to warrant any initial warnings: The employee will be interviewed and given the opportunity to state their case. (Reasonable time must be given for the employee to prepare their case).
- If a final warning is considered appropriate, this will be explained to the employee and a letter confirming this decision will be sent to them.
- The letter will:
  - Contain a clear reprimand and the reasons for it.
  - Explain what corrective action is required and what reasonable time is given for improvement.
  - State what training needs have been identified, with timescales for implementation.
  - Make clear what mitigating circumstances have been taken into account in reaching the decision.
  - Warn that failure to improve will result in further disciplinary action which could result in dismissal.
  - Explain that they have a right to appeal against the decision, within 5 days.

## **4. Dismissal.**

- If the employee still fails to correct their conduct then:
  - The employee will be interviewed as before.
  - If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal.
- If progress is satisfactory within the time given to rectify matters, the record of warnings in the individual's file will be destroyed.

## **Suspension.**

- If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations are made. These should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously, these investigations should be made in a short a time as possible. Ofsted will be informed if this action is necessary.
- Instant dismissal is possible only in extreme circumstances of gross misconduct. Examples of such misconduct would be:
  - Ill-treatment of children, either physical or verbal
  - Theft or fraud
  - Assault
  - Malicious damage
  - Being unfit through the use of drugs or alcohol
  - Gross carelessness, which threatens the health and safety of others.

Otherwise, an employee should not be dismissed without appropriate warnings.

### Appeals.

- At each stage of the disciplinary procedure the employee must be told that they have a right to appeal against any disciplinary action, and that the appeal must be made in writing to the registered person within 5 days of a disciplinary interview. The appeal hearing should be heard, if possible, within ten days of receipt of the appeal. The appeal panel will consist of the Registered Provider and two other senior members of staff. The employee may take a colleague or trade union official to speak for them.
- The employee will explain why they are dissatisfied and may be asked questions.
- The registered person and/or the Managers will put their point of view and may be asked questions.
- Witnesses may be heard and may be questioned by the panel, the employee and the registered person and or Managers.
- The panel will consider the matter and make its decision known.
- A written record of the meeting will be kept.

### Useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

<b>This policy was written by Maria Smith and Donna Saunders on 8<sup>th</sup> November 2017</b>	
<b>Approved by Eckington Under Fives Committee</b>	
Name:	Position:
Date:	Signature:

## Suitable People-Staff Behaviour Policy Including Babysitting Agreement

### Introduction

The principle of professionalism and confidentiality is a standard of personal conduct by a professional both within and outside of the workplace, the focus being on appropriate personal interactions, respect and workplace integrity.

### Our Aim

To ensure that staff behave professionally, with integrity and respect and with an understanding that inappropriate behaviour both within and outside the setting will have a detrimental effect on the reputation and credibility of Eckington Under Fives Pre-School.

### Professionalism Agreement

Each individual must take responsibility for their own actions signing the agreement annually and adhering to the following;

- No inappropriate conversations to be held within earshot of the children irrespective of whether or not it is considered that the content of the conversation would or would not be understood by the child/children. This includes during lunch break.
- Befriending parents on social media is strictly forbidden and extreme care must be taken with posts, photos, comments etc on your own profile or that of your media friends. Consideration must be given to who can see your profile and privacy settings amended accordingly. We ask that you do not state on your profile page your association with Eckington Under Fives Pre-school.
- Gossip and conversations that could be overheard or interpreted in a detrimental way is forbidden.
- All staff must at all times be aware that they represent Eckington Under Fives Pre-School even when outside of the setting and in their own social/home environment.
- Any member of staff with concerns regarding Professionalism and Confidentiality relating to Eckington Under Fives Pre-School must advise one of the two Managers or the Registered Person in a confidential manner so that the issue can be addressed. The Whistleblowing Policy can also be referred to in this instance.

### Code of Ethics

To support our vision to be fully inclusive and work to an agreed professional standard we follow the following code of ethics.

#### I. In relation to children, I will:

- Act in the best interests of all children.
- Respect the rights of children as enshrined in the United Nations Convention on the Rights of the Child (1991) and commit to advocating for these rights.
- Recognise children as active citizens participating in different communities such as family, children's services and schools.

- Work with children to help them understand that they are global citizens with shared responsibilities to the environment and humanity.
- Respect the special relationship between children and their families and incorporate this perspective in all my interactions with children.
- Create and maintain safe, healthy environments, spaces and places, which enhance children's learning, development, engagement, initiative, self-worth, dignity and show respect for their contributions.
- Work to ensure children and families with additional needs can exercise their rights.
- Acknowledge the uniqueness and potential of all children, in recognition that enjoying their childhood without undue pressure is important.
- Acknowledge the holistic nature of children's learning and the significance of children's cultural and linguistic identities.
- Work to ensure children are not discriminated against on the basis of gender, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin.
- Acknowledge children as competent learners, and build active communities of engagement and inquiry.
- Honour children's right to play, as both a process and context for learning.

**II. In relation to families, I will:**

- Listen to and learn from families, in order to acknowledge and build upon their strengths and competencies, and support them in their role of nurturing children.
- Assist each family to develop a sense of belonging and inclusion.
- Develop positive relationships based on mutual trust and open communication.
- Develop partnerships with families and engage in shared decision making where appropriate.
- Acknowledge the rights of families to make decisions about their children.
- Respect the uniqueness of each family and strive to learn about their culture, structure, lifestyle, customs, language, beliefs and kinship systems.
- Develop shared planning, monitoring and assessment practices for children's learning and communicate this in ways that families understand.
- Acknowledge that each family is affected by the community contexts in which they engage.
- Be sensitive to the vulnerabilities of children and families and respond in ways that empower and maintain the dignity of all children and families.
- Maintain confidentiality and respect the right of the family to privacy.

**III. In relation to colleagues, I will:**

- Encourage my colleagues to adopt and act in accordance with this Code, and take action in the presence of unethical behaviours.
- Build collaborative relationships based on trust, respect and honesty.
- Acknowledge and support the personal strengths, professional experience and diversity which my colleagues bring to their work.
- Make every effort to use constructive methods to manage differences of opinion in the spirit of collegiality.
- Share and build knowledge, experiences and resources with my colleagues.

- Collaborate with my colleagues to generate a culture of continual reflection and renewal of high quality practices in early childhood.

**IV. In relation to communities, I will:**

- Learn about the communities that I work within and enact curriculum programs which are responsive to those contexts and community priorities.
- Connect with people, services and agencies within the communities that support children and families.
- Promote shared aspirations amongst communities in order to enhance children's health and wellbeing.
- Advocate for the development and implementation of laws and policies that promote child-friendly communities and work to change those that work against child and family wellbeing.
- Utilise knowledge and research to advocate for universal access to a range of high-quality early childhood programs for all children.
- Work to promote community understanding of how children learn in order that appropriate systems of assessment and reporting are used to benefit children.

**V. In relation to students, I will:**

- Afford professional opportunities and resources for students to demonstrate their competencies.
- Acknowledge and support the personal strengths, professional knowledge, diversity and experience which students bring to the learning environment.
- Model high-quality professional practices.
- Know the requirements of the students' individual institutions and communicate openly with the representatives of that institution.
- Provide on-going constructive feedback and assessment that is fair and equitable.
- Implement strategies that will empower students to make positive contributions to the workplace.
- Maintain confidentiality in relation to students.

**VI. In relation to my employer, I will:**

- Support workplace policies, standards and practices that are fair, non-discriminatory and are in the best interest of children and families.
- Promote and support on-going professional development within my work team.
- Adhere to lawful policies and procedures and when there is conflict, attempt to effect change through constructive action within the organisation or seek change through appropriate procedures.

**VII. In relation to myself as a professional, I will:**

- Base my work on contemporary perspectives on research, theory, content knowledge, high quality early childhood practices and my understandings of the children and families with whom I work.
- Regard myself as a learner who undertakes reflection, critical self-study, continuing professional development and engages with contemporary theory and practice.
- Seek and build collaborative professional relationships.
- Acknowledge the power dimensions within professional relationships.

- Act in ways that advance the interests and standing of my profession.
- Work within the limits of my professional role and avoid misrepresentation of my professional competence and qualifications.
- Mentor other early childhood professionals and students.
- Advocate in relation to issues that impact on my profession and on young children and their families.
- Encourage qualities and practices of leadership within the early childhood profession.

## **Dismissal and disciplinary rules**

### **Attendance and Timekeeping**

Employees are expected to attend work punctually at the hours defined in their contract of employment. Employees must receive prior approval from their manager to leave the Pre-school premises during working hours except during lunch breaks. This will enable the Pre-school to ensure that employees can be located in the event of an emergency. You must sign in and out at all times.

### **Appearance**

Employees are expected to maintain a standard of personal hygiene, appearance and dress appropriate to their job responsibilities. Uniform should be smart but comfortable, suitable shoes must be worn at all times. We will not allow ripped clothing or open toed sandals. If it is deemed by the management team that your clothing does not meet the set requirements we have the right to ask you to change your attire.

### **Alcohol**

The consumption of alcohol is not allowed on Pre-school premises at any time. No employee should report to work while under the influence of alcohol. Breach of this policy may amount to gross misconduct which may result in dismissal.

### **Smoking and substance abuse**

Smoking on Pre-school premises is prohibited. Employees who do not comply with the no-smoking policy will be subject to disciplinary action. Smoking breaks are not permitted. Smoking in pre-school uniform is prohibited as smoking on clothing could inflict or trigger illnesses in children. Any staff member under the influence of illegal substances or is thought to be impaired through misuse will be subject to disciplinary action. For the purposes of this policy the word 'smoking' also includes the use of e-cigarettes.

### **Use of Email and the Internet** (See also our Safeguarding Policy)

Employees are encouraged to use email and the internet at work as a fast and reliable method of communication with significant advantages for business. However, employees need to be careful not to expose both themselves and the Pre-school to certain risks and offences that the misuse of these facilities can cause.

### **Use of External and Internal Email**

- Employees must word all emails appropriately, in the same professional manner as if they were composing a letter.
- The content of any email message sent must be neither defamatory, abusive nor illegal and must accord with the Pre-school's Equal Opportunities Policy. Sending and receiving of obscene or pornographic or other offensive material is not only considered to be gross misconduct but may also constitute a criminal offence.
- Employees must be careful of what is said in email messages as the content could give rise to both personal liability or create liability for the Pre-school. Employees must also avoid committing themselves, or on behalf of the Pre-school, over the internet without having received prior and express authorisation to do so, or unless this forms part of their normal day-to-day activities and has been so authorised by the Pre-school.
- Employees must ensure that they have the correct email address for the intended recipients. If employees inadvertently misdirect an email, they should contact their manager immediately on becoming aware of their mistake. Failure to do so may lead to disciplinary action being taken against them.
- Employees must not send any information that the Pre-school considers to be confidential or sensitive over the email. The Pre-school, in particular, considers the following information inappropriate for transmission over email: any confidentiality issues with regards to children and families attending the setting, other staff members or the financial position of the Pre-school. Emails should not disclose individual names of children in our care unless approved by the manager or committee.
- Disciplinary action under the Disciplinary Procedure shall be taken against any employee who is found to be in breach of these guidelines and depending upon the circumstances and seriousness of the breach, this may result in summary dismissal.

**Use of the Internet** – Confidentiality should be abided to at all times. If using social networking sites, you are required to respect confidentiality and be professional in your conduct ensuring you have privacy settings set on your account. We ask that you do not state your association with Eckington Under Fives Pre-school on your profile pages.

### **Use of Telephones and Other Facilities**

The Pre-school's telephones, mail and photocopying facilities are provided for business purposes only. Employees must limit personal usage to a minimum. Personal mobile phones must be kept secure in the lockable box situated in the kitchen. Personal belongings should not be used whilst on duty and should be stored tidily in the kitchen.

### **Acceptance of Gifts and babysitting**

Employees must not accept directly or indirectly any payment or any other benefit or thing of value of more than nominal value from any supplier or customer or from anyone else with any actual or prospective business relationship with the Pre-school.

Friendships may develop between customers and employees. However, any relationship between a customer and an employee which is likely to jeopardise business relations in the Pre-school is not acceptable.

Employees must use their common sense to avoid any actual relationships.

If you are providing babysitting duties for any children in our care you are required by the Pre-school to inform us of this arrangement and for you and the family to sign a disclaimer. Please see your Manager for further details.

**Breaches of the Pre-school’s disciplinary rules which can lead to disciplinary action are:**

- failure to observe a reasonable order or instruction;
- failure to observe a health and safety requirement;
- inadequate timekeeping;
- absence from work without proper cause (including taking parental leave dishonestly);
- theft or removal of the Pre-school’s property;
- loss, damage to or misuse of the Pre-school’s property through negligence or carelessness;
- conduct detrimental to the interests of the Pre-school;
- incapacity for work due to being under the influence of alcohol or illegal drugs;
- physical assault or gross insubordination;
- committing an act outside work or being convicted for a criminal offence which is liable adversely to affect the performance of the contract of employment and/or the relationship between the employee and the Pre-school;
- failure to comply with the Pre-school’s Equal Opportunities Policy.

The list of rules is not to be regarded as an exhaustive list. It is our aim to provide all practitioners with support and continual professional development.

<b>This policy was written by Maria Smith and Donna Saunders on 8<sup>th</sup> November 2017</b>	
<b>Approved by Eckington Under Fives Committee</b>	
Name:	Position:
Date:	Signature:

### **Babysitting Agreement**

At Eckington Under Fives preschool we do not provide a babysitting service outside of our normal operating hours. However, we understand that parents may ask our Early Years staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

Please also refer to our Safeguarding Children Policy.

The setting is not responsible for any private arrangements or agreements that are made, this is between the staff member and family, however we do expect staff members to inform us if they are babysitting or caring for a child that attends the nursery outside of the setting. We require the staff member and parent to sign a copy of this policy which we will keep on file for the child and staff member. Each time a staff member babysits it should be recorded in the preschool diary before the babysitting takes place.

We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting.

We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of preschool hours. The member of staff will not be covered by the nursery's insurance whilst babysitting as a private arrangement. Out of hours work arrangements must not interfere with the staff member's employment at the preschool. All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the preschool, other staff members, parents or other children.

The preschool has a duty of care to safeguard all children attending the setting so if a staff member has some concerns for a child following a private babysitting type arrangement they need to pass these concerns on to the Safeguarding lead within the setting.

If a staff member is to take the child at the end of that child's preschool session the manager will require written permission from the parent/carer. It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting them in a car.

<b>This policy was written by Maria Smith and Donna Saunders on 8<sup>th</sup> November 2017</b>	
<b>Approved by Eckington Under Fives Committee</b>	
<b>Name:</b>	<b>Position:</b>
<b>Date:</b>	<b>Signature:</b>

## Suitable People – Staff Supervision Agreement

Staff Supervision Agreement

Date:

Employee: \_\_\_\_\_ Line manager: \_\_\_\_\_

Post: \_\_\_\_\_ Post: \_\_\_\_\_

### Introduction

To enable us to provide an effective service to the children, parents and fellow staff members there needs to be lines of accountability Under Early Years Foundation Stage guidelines we are obliged to ensure the service provided is correctly managed and supported and that staff and volunteers are adequately supervised. Eckington Under Fives Pre-School considers Supervision to be an investment in their staff and thus will provide Supervision to all staff at regular intervals.

### Aims of Supervision

- Maintain accountability to Eckington Under Fives Pre-School
- Assist and encourage personal and professional development
- Monitor and review performance
- To discuss any problems or concerns
- Maintain standards of the Pre-School including Safeguarding and Professionalism.

### What is Supervision and who is it for?

- It is a face-to-face meeting between the Manager (Mangers with the registered provider who is the Chair person) and employee, however a staff member is not required to wait for a scheduled meeting to raise any urgent concerns or worries they may have and is free to request a confidential meeting with the Manager/Registered provider at any time.
- Enabling and empowering both personal and professional development. It is an opportunity for the line manager to raise any concerns with the staff about working practices. It is an opportunity for both parties to discuss any issues which impacts on the childcare organisation confidentially.
- All members of staff, including volunteers, are obliged to attend a Supervision meeting at approximately 6 weekly intervals which will be carried out during working hours unless prior arrangements are made.

### Recording meetings

Your line manager will make an accurate and clear record of the meeting on the supervision form. The record will be held on the employee's staff file.

### Confidentiality

Any issues discussed during supervision are confidential. Certain information may be shared with others, e.g. training needs or matters which affect other people and safeguarding information.

### Content of meetings may include

- Work /life balance
- Health and safety issues
- Actions from previous supervision meetings
- Current workload

- What is going well and what is not going well
- Relationships (staff/children/committee/parents)
- EYFS – planning, documentation (children’s records/observations) etc.
- Concerns over individual children
- Staff development
- Review of any training employee has completed since last supervision meeting
- Actions of priorities for month ahead
- Do you need to disclose any convictions of yourself or a person you live with, this includes cautions, court orders, reprimands and warnings which may affect your suitability to work with children – whether received before, or at any time during, your employment with us.

Supervision should allow for a two-way process of communication and staff are encouraged to include any subject for discussion that they feel necessary.

**Peer Observation** As part of the supervision process and continuous professional development all employees are required to engage in peer observations as both the observer and the person being observed. Observations made during this process may be included for discussion during your supervision meeting.

Please sign and return a copy of this document to confirm that you have read and understood the content of this Policy agreement.

Signed .....  
Print name  
Date

## Suitable People – Student Placements

### Introduction

Eckington Under Fives Pre-school 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.

### Our Aim

We aim to provide 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. We do this whilst ensuring the needs of the children are kept of paramount importance and our practice is not hindered.

### Expectations of our Students

- We require students to meet the 'suitable person' requirements of Ofsted and follow our normal safer recruitment procedures, requesting suitable references from at least 2 credible persons. We will also interview students before offering them a place.
- We require schools placing students under the age of 17 years with our preschool to vouch for their good character and meet with them before placement commences.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by our pre-school may be included in the ratios if they are deemed competent by the manager.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures. They will also be expected to sign our Professionalism and confidentiality agreement and read our Work Placement Booklet which includes Safeguarding.
- We communicate a positive message to students about the value of qualifications and training.

<b>This policy was written by Maria Smith and Donna Saunders on 8<sup>th</sup> November 2017</b>	
<b>Approved by Eckington Under Fives Committee</b>	
Name:	Position:
Date:	Signature:

## Suitable People – Volunteers

### Introduction

At Eckington Under Fives Pre-school we welcome and value the contribution of volunteers to our setting. Having volunteers in our setting allows the children to experience more valuable learning opportunities and meet different people from our community in a safe, secure environment.

### Our Aim

- To ensure having volunteers in the setting is a positive experience for all concerned.
- To ensure that the children are safeguarded at all times.
- To ensure having volunteers in the setting does not hinder our practice.
- To ensure all Committee members are supported in role and receive relevant information and training.

### Our Procedures

At Eckington Under Fives Pre-school we have developed a volunteer pack which includes;

- Safeguarding and volunteering leaflet
- DBS Check form
- Confidentiality agreement
- Induction – to include Policies and Procedures
- Volunteer Information sheet detailing emergency numbers any medical conditions or allergies.

A volunteer induction open morning is arranged each term where the potential volunteers have a meeting with the Manager, who assesses their suitability and runs through the volunteer pack with them. It is explained to the potential volunteers that if they are to work with us on a regular basis we will have to obtain an enhanced DBS check on their behalf.

All volunteers are supported and encouraged to improve their experiences and learning with us through training and sharing best practice. Their performance will be carefully monitored and if it is deemed this is not satisfactory or it is having a detrimental effect on any of the children, including their own, we reserve the right to re-think their position with us.

<b>This policy was written by Maria Smith and Donna Saunders on 8<sup>th</sup> November 2017</b>	
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