

# **EMPLOYMENT POLICY**

## **Little Squirrels@Shiplake Primary**



This policy was adopted on 11th February 2023

This policy will be updated on

The policy must be reviewed and updated at least every 36 months

We meet the safeguarding and welfare requirements of the Early years Foundation stage, ensuring that our staff and volunteers are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring service (DBS) in accordance with the statutory requirements.

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 roles and responsibilities.

Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion and belief, sexual orientation, sex, age, marriage or civil partnership.

We follow the requirements of the EYFS and Ofsted guidance on checking the suitability of all staff and volunteers who will have contact with the children. This will include references and ensuring they have an enhanced DBS check. This is in accordance with the safeguarding vulnerable children act 2006 and protection of freedoms Act 2012 for the vetting and barring scheme.

We keep records relating to the staff and volunteers we employ. DBS certificates will be checked and the numbers recorded. We require these are kept up to date and they are re-checked on a 3 year rolling program.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. Suitability to Work with Children declarations are completed annually by all staff who work in the setting.

Where we become aware of any relevant information that may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of the children. In the event of disqualification, that person's employment with us will be terminated.

We notify Ofsted of any changes to the registered person and the manager.

All our staff hold a level 3 qualification in childcare or above. We provide regular CPD training. All staff are provided with an induction. We support the staff with regular supervisions.

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. Staff medication will be stored safely within the setting.

If we suspect a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for the children. They will not be allowed to work directly with children and further action will be taken.

Staff take their holiday when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this will be agreed with the manager giving sufficient notice.

Where staff are unwell and take sick leave, we will organise cover to ensure ratios are maintained. Sick leave will be monitored and action taken where necessary with the individual's contract of employment.

Staff must contact the manager to notify them of sickness at the earliest possible opportunity. The setting manager will contact Shiplake CofE School to request assistance with staffing cover. Where staff are not available via the school, the Manager will arrange for supply staff from an outside agency.