

Employment

Vetting and staff selection

- We offer equality of opportunity by using non-discriminatory procedures for recruiting staff. All vacancies are advertised.
- All staff have their job roles pointed out to them as soon as possible.
- We welcome applications from all sections of the community. Applicants will be considered on their suitability for the job regardless of, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, age, marriage or civil partnership status. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who have unsupervised access to the children. This includes obtaining references and ensuring they a satisfactory enhanced criminal records check in the form of a relevant DBS.
- Where an individual is subscribed to the DBS update service we carry out a status check of their DBS certificate, after checking their identity and validating their paperwork.
- We keep all records relating to the employment of our staff and volunteers, in particular the number and date of the DBS, references and details of the suitability decision.
- All staff are expected to disclose and court appearances, convictions, reprimands or warnings during their employment which may affect their suitability to work with children.
- We obtain consent from staff to carry out ongoing status checks with the DBS when necessary.
- 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. In the event of disqualification that person's employment with us will be terminated.
- All staff provide a work related and character reference. If they have not worked before then two character references.
- All staff sign annually to say they have not had any recent convictions.

Notifying OFSTED of changes

- We notify OFSTED of any changes to the registered person, the committee or management staff.

Training and staff development

- Our manager and deputy hold, at least CACHE level 3 Diploma for the Children's and Young Person's Workforce or an equivalent qualification and have over two year's childcare experience prior to joining Harvey Bears.
- We always have at least 50% of the rest of the staff qualified with a level 2 or 3 relevant qualification.
- We offer regular training to all our staff, whether paid or volunteers through outside agencies. Our budget allocates financial resources to training.
- We hold regular staff meetings.
- We provide our staff with induction training in the first week of their employment. This induction includes our Safeguarding and Health and Safety policies.

- We support our staff by holding regular supervisions and appraisals.
- We are committed to recruiting 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 the children, we ensure they seek further medical advice. Our staff will only work directly with the children if medical advice confirms the medication is unlikely to impair their ability to do so.
- Staff medication on the premises to be stored safely and kept out of the reach of children at all times.
- If we have reason to believe that a member of our 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 them, and further action will be taken.

Managing staff absences and contingency plans for staffing emergencies

Staff take holiday breaks 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 must be arranged with the manager and a form completed. They must give the manager as much notice as possible.

When too sick to work the member of staff must contact the manager as early as possible. Sick leave is monitored and action taken where necessary, in accordance with the individual's contract of employment.