Staff suitability

2.1 Safe Recruitment and Continuing Suitability Policy

Policy statement

Tywardreath Preschool Playgroup takes care during its recruitment process to make checks to verify the suitability of the applicant, using effective systems. We also monitor existing staff and volunteers during regular supervisions and feedback to ensure continuing suitability.

Procedures

Recruitment

Applicants for posts within the setting are clearly informed that the positions are exempt from The Rehabilitation of Offenders Act 1974.

We advise candidates that we expect them to declare all convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.

We inform candidates of the need to carry out 'enhanced DBS' checks, before posts can be confirmed.

New staff without a DBS must have received it back and it be checked by the manager before their employment commences.

New staff who already hold a portable DBS prior to employment can start employment, once their DBS has been viewed on the online portal. A new enhanced DBS Disclosure must be applied for during the twelve-week probationary period.

Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

We keep details of DBS Disclosures obtained and record the date and unique reference number.

We keep records of information used to assess that suitable checks have been done.

We will use the following information to check the suitability for each applicant:

- DBS Disclosures;

- 2 references;
- full employment history;
- qualifications;
- interviews;
- identity checks;
- other checks, for example, medical suitability.

The preschool manager and the committee chairperson will discuss applicants for their suitability (unless the post is for preschool manager, in which instance the committee chair and one other committee member). The committee chairperson is responsible for ensuring suitability checks have been completed and has the final decision on recruitment.
We do not allow people whose suitability has not been checked, such as new staff or volunteers to have unsupervised contact for children being cared for by the setting.

Continuing Suitability
We provide an induction at the start of employment to ensure staff have good knowledge and understanding of good practice and policies and procedures. We ensure all staff and parents/carers are made aware of our safeguarding policies and procedures.
The preschool manager is responsible for staff induction.
Staff have individual staff supervision every term with the setting manager. This is an opportunity to discuss any concerns and the staff's personal wellbeing in addition to any short and long-term goals and targets.
Staff will complete a minimum of 24 hours training per year. Compulsory courses are covered at the earliest available opportunity and include: Child Protection, Behaviour Management, Special Educational Needs; Food Safety Level 2 and Paediatric First Aid. The preschool manager will then assist staff in identifying further training that will be beneficial to their practice.
We hold health questionnaires for each member of staff that are completed during the interviewing process and review these with staff during supervision. Staff are made aware that they are responsible for notifying the preschool manager of any changes to their health, which may affect their ability to work within the setting.
We have regular staff meetings in which staff can raise any questions and concerns.
We encourage staff to provide positive and constructive comments about both their colleagues and the running of the setting.
We investigate any complaints/allegations made by parents/carers/staff against members of the staff team.

Disciplinary action

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Local Authority Designated Officer (LADO) and the DBS immediately, so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.