

Suitable Person policy

Introduction

All adults working paid or unpaid in Clever Cloggs are committed to providing high quality care and early education for children under school age whatever their background, religion or ability. Through monitored activities staff provide evidence that they are suitable to look after children, not just at the interview to commencing work but at all times formally and informally.

As a provider and employer Clever Cloggs have a legal duty to ensure that all persons working unsupervised with the children paid or unpaid are suitable through experience, qualification and ability to do so and fulfill the requirements of their roles.

Aim/Commitment

- To promote the welfare of all children in our care, in line with all requirements on safeguards and education in accordance to the Early Years Foundation Stage and statutory framework.
- To ensure that all persons working paid and unpaid with the children are suitable to do so and hold the relevant up to date qualifications required and have been passed to work unsupervised in line with the settings employment policy.
- To ensure that all students on placement are on a bonafide course relevant to childcare and the education of children, though a local or recognised educational institution.
- To be consistent and fair in the recruitment of new team members.
- To provide a variety of activities to encourage and stimulated early education for all children with the setting.
- To provide training courses for the staff to extend their personal and professional development to the best of their abilities and to support staff engaging in extended learning beyond the requirements of their daily duties.

Management

- Hold high level relevant qualifications that enables them to monitor and guide the team forward and develop the setting competently.
- Has experience in caring for children
- Is registered with Ofsted as the persons having responsibility for the everyday running of the setting.
- To ensure that all persons paid and unpaid working with the children are aware of the code of conduct for the setting and work in accordance of it.

Recruitment

It is the aim of the setting the recruit the correct person for the best of the setting and the team, to provide a learning environment to encourage continued learning for both staff and children.

To recruit the correct person the management will:

1. We will try to advertise the position to the widest local audience possible using local media which most meets our needs at the time. We will aim to make clear how to apply for an application, the closing date and that if no communication has been received by two weeks after the application closing date then they have not been successful.

2. Draw up a job description, which details the current requirements of the role and responsibilities of the post, detailing the requirements of minimum qualifications and experience required.
3. All information will be put together as a pack to all prospective applicants along with an application form, details on the setting, our equal opportunities policy, our safer recruitment policy and a statement of requirements before employment can be secured i.e. Criminal Records Bureau Check and at least independent references.
4. Applicants are requested to complete the form following all guidance printed, giving full details of experience and qualifications in childcare.
5. The management will shortlist the applicants and inform all applicants successful of the outcome of their application in being successful in gaining an interview.
6. The interviews will be taken over a while day allowing the candidate to be seen interacting with the children and other staff.
7. References will be applied for before the interview date.

The interview process:

1. The applicant will spend time with the children before a formal interview takes place, the applicant will be observed by senior members of staff on interaction with the children and staff.
2. The applicant will be formally interviewed by at least one manager and another member of the senior team if both managers are not available; both should have knowledge of the law regarding equal opportunities.
3. The identity of each candidate will be checked by providing a form of photo identity i.e. current passport, photo driving license etc. All candidates will be required to prove they are eligible to work in the UK.
4. All candidates will be interviewed using the same set of criteria and questions.
5. The interviewees will check that the applicants have a knowledge of the EYFS and understand the statutory requirements of the EYFS and the importance of inclusive practice and safe guarding the children in their care.
6. The interview panel will then discuss the applications with the senior members of staff who were taking part in the observations before the formal interview. The management will decide the most suitable person for the position taking into account the children and team dynamics.
7. Each person interviewed will receive communication on the outcome of the interview and informed their application will be held on file for 6 months before being destroyed.

8. Once the successful applicant had been offer the position verbally a written confirmation will be given to confirm their appointment and any necessary steps to start their probationary period of employment which will be no shorter than 4 months.
9. The successful candidate will be offered the position on probation subject to at least two appropriate references from previous employers, for newly qualified their tutor and or other professional or personal reference, (these will be taken up before employment probation takes place).

All successful candidates will be subject to the completion of all suitability checks, Police checks, DfES list 99, protection of Children Act List.

All new starters are subject to a Disclosure and Baring Service (DBS) check whether they hold a current one or not. This will take place on or before the first day of their probationary period and maybe subject to cover the cost of this check. No member of staff will have unsupervised access to any child or their records before this DBS comes back clear. The taking of pictures of any child or the looking at learning journeys and developmental records will not be undertaken by a new member of staff without an up to date DBS (whether supervised or not).

If a DBS is returned showing some criminal offence or caution the management will use their discretion to gain an explanation of the offence or caution to ascertain the staff member's suitability for continued employment. In the event of a DBS or other check showing a staff member is disqualified from working with children, the member of staff will be advised and termination of their working contract will take place, the management will also inform their local regulations officer for clarification and advisory of this persons attempt to work with children and will contact Ofsted within a timescale of no more than 5 working days.

All qualifications will be checked and copied for personal files.

New employees will be issued a written contract, setting out their terms and conditions of employment and holiday entitlement.

Students and volunteers

A qualified member of staff will act as mentor and supervise the students or volunteers working in the setting, the mentor will assist and guide the students or volunteers to complete any targets set by the mentors or tutors.

Ongoing checks

Throughout the natural course of the day, staff are supervised on their ability to work with children and as a team. At times they will be requested to attend formal and informal management meetings and a yearly performance meeting to access their performance and working styles as an individual and team member. There will also be self-development through peer mentoring for all staff members to self-evaluate and team evaluate. During the yearly performance meetings staff are requested to sign a declaration of their suitability to work with children and that there are no reasons for them to cease working with children at this time and will inform the management if the situation changes, failure to disclose information will result in disciplinary actions.

At any time the management reserves the right to request the staff members apply for up to date suitability checks and to re-apply at cost for a new DBS.

Staff are at times formally interviewed in their suitability to work with children and will notify the management of any changes in circumstances that arise that may affect their suitability to work with

children. This includes health or incident occurring outside the setting. Staff will face disciplinary action should they fail to notify the management in a reasonable timescale (no more than 5 working days).

If a member of staff appears to be under the influence of alcohol or any other substance that may affect their ability to care for children, they may be requested to leave the setting or advised to have time out and gain medical support to help with any ongoing alcohol or substance misuse. If the medication has been subscribed by a doctor the member of staff will be requested to seek medical advice and inform the doctor or medical practitioner of the side effects of the medication. All staff medication should be stored in a secure manor and the management should be informed that the medication is on the premises.

Any member of staff who is found to be under the influence of alcohol or any other substance that may affect their ability to care for children will be subject to disciplinary procedures when not under the influence and in a more coherent appearance.

If a member of staff is sent home the management will escort the employee home and will reserve the right to remove any car keys to prevent the employee from driving home if failure to remove keys has happened the management will inform the police of the employees intention to drive.