

Staffing and recruitment

We meet the safeguarding and welfare requirements as outlined in the Early Years Foundation Stage (EYFS) statutory framework, ensuring that our staff and volunteers are suitable and appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements. We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

A minimum of two staff are on duty at any one time; normally this will include a member of the management team.

Our manager deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are within sight and hearing of staff at all times.

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 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 us imposing conditions or requirements that are not justifiable.
- We follow the requirements of the EYFS and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- 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 viewing their original enhanced DBS

certificate to ensure that it does not reveal any information that would affect their suitability for the post.

- We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- Our staff are expected to disclose any convictions, 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.
- 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.

Recruitment Process

Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

Upon enquiring about a vacancy, we will send potential candidates:

- A job description
- A person specification
- An application form

The application form includes:

- A declaration that all information is correct
- A section under the Rehabilitation of Offenders Act that asks if the applicant is awaiting a verdict, has been convicted, or cautioned for any relevant offence.
- A request for the contact details of two referees, one of which should normally be the last employer. (If this is the candidate's first job, their course tutor, for example, is a suitable alternative.)

In order to be considered for interview, all applicants must submit an application form by the stated closing date. We will only accept CVs if they are also accompanied by our standard application form completed as required.

Interview Process/commencement of employment

We will notify all candidates selected for interview by letter or email. Candidates will be asked to bring the following items to the interview:

- Proof of eligibility to work in the UK as detailed in the Home Office checklist.
- Proof of address, e.g., recent utility bill (not mobile phone) or bank statement.
- Proof of qualification, e.g., the relevant certificates
- Self-disclosure form in a sealed envelope. This will remain sealed unless the candidate is successful otherwise it will be shredded.

The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form, e.g., gaps in career history.

All candidates will also be asked to participate in a session with the children so that they can be observed interacting with the staff and children.

Only when all candidates have been interviewed and observed in a session will we make our final selection.

Appointing a new member of staff

- When we have selected the successful candidate, we will send him or her a written offer, which clearly states that it is subject to the receipt of suitable references and a clear enhanced DBS check.
- We will contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- We will initiate an enhanced DBS check for the candidate.
- We will notify any unsuccessful candidates either by phone or email.
- We will also take photocopies of the new staff member's qualification certificates and proof of identity and keep these on file, together with a record of the details of their DBS check.
- We will inform that continuation of employment is subject to sign off of a 3-month probationary period.

Induction Process

We have an induction plan for all new staff, which includes the following:

- Introductions to all employees and volunteers
- Familiarisation with the building, health and safety and evacuation and lock-down procedures

- Ensuring the expectation that our policies and procedures are read and adhered to
- Introduction to the parents, especially parents of allocated key children where appropriate
- Details of the daily tasks and routines to be completed.

New staff will be asked to sign and or fill in the following:

- Contract of employment
- Employee handbook
- Code of conduct
- Health declaration and suitability to work form
- Confirmation that they have read and understand our policies
- GDPR form
- Food hygiene, fire procedures and child protection procedures acknowledgement
- Procedure for administering medicines
- Staff registration form

Supervisions

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervisions acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion.

Supervisions of the management team are carried out by the Committee.

There will be a mixture of formal and informal supervisions throughout the year.

A copy of the supervision record form is available to staff and management.

Each member of staff has a supervision file which holds a copy of their supervision record form.

Staff can request a member of the committee to be present at any supervision.

Notifying Ofsted of changes

We inform Ofsted of any changes to our Registered Person (this includes trustees and our manager/s).

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee

Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair