**Personnel and Safe Recruitment Policy**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

* Posts will be advertised through appropriate media and in a way that ensures we attract high quality applicants from diverse backgrounds. Applications for paid and voluntary positions will only be accepted on our application form. We will follow all legislation regarding Equal Opportunities. Woodmancote Preschool follows Safe Recruitment procedures and have a manager director who has completed safe recruitment training.
* We will provide an application pack for all interested parties
* We will incorporate the views and perspectives of children into the recruitment and selection process where appropriate.
* All staff must have a sufficient understanding and use of English to ensure the well- being of children in their care, examples given in the Statutory Framework of the EYFS point 3.26
* Staff are expected to disclose any convictions, court orders, reprimands, and warnings which may affect their suitability to work with children.
* Decisions on suitability will be made based on evidence of the following
  + **References – All references will be verified and references will be obtained from all short listed candidates prior to interview. At least two references will be obtained using our pro forma and one must be from the latest employer.** This is so any issues raised can be discussed at the interview.
  + Full Employment History, including details on gaps in employment
  + Qualifications
  + Interview
  + Identity checks.
  + Other checks may be made e.g., medical suitability.
* All people working with children or have unsupervised access to them will be required to have an Enhanced Disclosure and Barring Check.
* Anyone, whose suitability has not been checked, including a Disclosure and Barring check, will not be allowed to have unsupervised access to children.
* The number, date of issue of the Enhanced DBS and details of who obtained it will be kept demonstrating to OFSTED they have been done.
* Preschool will record information about staff qualifications, identity checks and vetting processes that have been completed
* All new staff will have a minimum probation period of 3 months, which can be extended.
* Induction training will be given to all new staff members. This will include information on how the setting is run and their role and responsibilities within it. They will be made aware of our policies and procedures – especially Safeguarding. Induction training will include information on emergency evacuation, safeguarding, child protection, and health and safety issues.
* A job description will be issued in line with current legislation.
* One person on the interview panel must be accredited in safer recruitment.

**Personnel**

* All members of staff are employed by Woodmancote Preschool CIC Rates of pay are determined by the managers.
* The managers issue Job Descriptions and terms and conditions of employment.
* Hours worked will be decided by the managers to meet the statutory requirements. Hours worked by staff may vary from term to term as number of children vary. All staff will have a minimum of 1 session a week.
* All staff are required to give a minimum of 6 weeks’ notice. This is to allow for safe recruitment to be followed and a replacement found if necessary.
* All staff will have an annual appraisal in a form that is agreeable to all. This may be 1:1 with the head or a group appraisal.
* All new members of staff will receive induction training.
* CPD will be provided to ensure quality learning and development experiences for children.
* All staff are required to complete a recognised PFA.
* All staff must have sufficient understanding and use of English to ensure the well- being of our children.

**Training, Support and Supervision.**

* Day to day supervision and deployment is the responsibility of the head. The manager, with discussion with staff member, will highlight any training needs.
* All staff will have regular “Supervisions” to discuss any issues, including concerns about a child’s development and a discussion about key children. If there are any issues then solutions will be found. Supervisions will include coaching to improve personal effectiveness and training needs identified.

**Alcohol and other Substances.**

* No member of staff should be under the influence of any substance which effects their ability to care for children.
* Staff taking medication which may affect their ability to work must seek medical advice and only work directly with children if medical advice states that the medication is unlikely to impair ability. Preschool must confirm this is the case.
* Staff medication on the premises must be kept away from the children and securely stored.

**Disqualification**

* Staff must inform Preschool of any convictions, cautions, warnings or reprimands they or a member of their household receive which influences their working with children. Failure to do so is gross misconduct and will result in instant dismissal.
* Preschool will inform the Disclosure and Barring Service of any individual who has been dismissed due to a safeguarding issue or resigns in circumstances which would have led to dismissal due to a safeguarding concern.

**Use of Volunteers and Ratios**

* If extra help should be required at a session, open morning or fund raising event, parents may be asked to help with on a voluntary basis.
* Ratios are in accordance with the Statutory Framework. Parents volunteers are not included in the ratios.
* Volunteers without an Enhanced DBS obtained by preschool will not be allowed unsupervised access to children. Any regular volunteer will have a DBS check done.
* Volunteers must adhere to our policies on mobile phone and camera use.
* People under the age of seventeen must be supervised at all times and not be included in the ratios
* All students on placements will have an initial interview. They will have a staff member as mentor during their time with us.
* Supervision of students should be by an authorised person with suggested goals to achieve. They should sign and receive a copy of our Confidentiality Policy and other major policies.

**Contingency Policy for Staff Absences**

* It is the responsibility of staff to inform managers if they are to be absent, giving as much notice as possible.
* Holidays are taken outside of term time.
* It is the responsibility of the manager to arrange for a replacement due to sickness or training, to ensure ratios are maintained. The manager will amend the adjustments sheet to ensure wages are adjusted correctly.
* Should a member of staff need to leave during their session, then the manager must take action to ensure ratios are maintained. This could include contacting other staff members who are not in that day. The individual needs of all children should continue to be met.