



**LADYBIRDS**  
NURSERY

## *Safer Recruitment*

## *Employment/Safeguarding*

*(Including Vetting, Contingency Plans, Training and Development)*

### *Policy Statement*

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that the children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal records through the Disclosure and Barring Service in accordance with statutory requirements.

### *Procedures*

### *Ratios*

To meet this, we use the following ratios of adults to children

-  Children under two years of age; 1 adult to 3 children
-  Children under three years of age 1 adult to 4 children
-  Children aged three to seven years 1 adult to 8 children

We use a key person approach to ensure that each child has a named member of staff with whom they form a relationship and who plans with the parents for the child's wellbeing and development in the nursery. The key person is responsible for maintaining the child's development file and making sure that observations are carried out on a weekly basis. The key person is responsible for giving the parents information regarding the child on a daily basis. Should

they not be available to speak to parents due to shift patterns, then they must ensure that information is left another staff member.

### Covid-19 disaplications

During the coronavirus pandemic, and to support early years providers, the government has temporarily disapplied and modified certain elements of the EYFS statutory framework.

This allows providers greater flexibility to respond to changes in workforce availability and potential fluctuation in demand, while we understand that we will continue to provide care that is high quality and safe.

This guidance came into force on April 24<sup>th</sup> 2020, and is to be actioned alongside the Actions for Early Years and childcare guidance, and the Planning Guide for Early Years and Childcare.

The changes to the guidance relating to staff qualifications and ratios (amongst others) will last throughout the coronavirus outbreak, or until government stipulates otherwise.

The long end date of the legislative changes is shown in regulations as September 25<sup>th</sup> 2020, but these will be reviewed on a monthly basis and disaplications modifications may be lifted earlier, for instance, if government advice on self-isolation and social distancing is amended.

We will reflect our policy changes as soon as relevant information becomes available.

Once the temporary changes are lifted, the government recognises that some providers may need time to get back to full staffing levels, and have therefore allowed for a transitional period of 2 months, following the coronavirus outbreak, where disaplication of staff qualifications in ratios will still continue.

### Section 6

#### Early Years qualifications and Ratios

Ratios remain the same throughout all the age ranges, but during the coronavirus outbreak exceptions can be made to the qualifications that staff hold in order to be counted in ratios.

Providers should use reasonable endeavours to ensure that at least half of staff (excluding the manager) hold at least a full and relevant level 2 qualification to meet child ratio requirements, but this will not be a legal requirement.

Upon re-opening on 1<sup>st</sup> June 2020, we opened with:

One manager Level 4 (Safeguarding Officer)

One Deputy Level 5 (SENCO)

One pre-school staff Level 3

One toddler room staff Level 3

One baby room staff Level 3

One apprentice

Ratios are reviewed weekly for the following week, and more staff will be brought back when the number of children increases.

### 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 staff 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 marital status, age, gender, culture, religious belief, ethnic origin, or sexual orientation. Applicants will not be placed at a disadvantage by imposing our conditions that are not justifiable.
-  We obtain references and enhanced criminal records checks through the disclosure and barring service for staff who have access to the children
-  We keep all records of DBS checks, including the date, and the number of the check. The original copy is given back to the employee.

-  We follow the guidance of Gill, who has completed the course "Keeping Children Safe in Education: Safer Recruitment, and successfully passed.

## Features of our Safer Recruitment Process

-  At Ladybirds Nursery we set aside for planning and structuring the process.
-  We have clear job roles and specifications, setting down the boundaries and expectations of the role, including a statement of responsibility and requirements for Safeguarding.
-  We include a clear statement about Safeguarding in our job advertisement.
-  We use application forms not CV's

## Job Descriptions

-  We clearly state the main duties of the post
-  The extent of contact and responsibility is set out in the advertisement

## Person Specification

-  The essentials and desirable qualification and experience
-  Other requirements needed to perform the role in relation to working with children

## Application Forms

We use our application form to obtain information about the potential new employee. It obtains:

-  The current names and address
-  Any Former names
-  National Insurance Number

-  Date of Birth
-  Academic and vocational qualifications
-  A full history in chronological order since leaving school, with explanations for periods of absence of employment
-  Details of referees
-  A statement of the skills they have and the reason why they wish to be chosen for the position
-  Information about any conviction, including spent convictions, warnings or reprimands
-  A statement to say an enhanced DBS disclosure will be carried out
-  During the coronavirus outbreak if we needed to employ any additional staff we will only accept an application form that can be sent to us through e mail.

## Information Packs

-  Information packs are given to the successful candidate which sets out our work ethics and what is expected of them.
-  New staff receive a job description

## Obtaining References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

-  We will seek a reference from the last employer wherever possible. This may not always be the case with apprentices who have just left school and not had a previous employer.
  -  Wherever possible, we will obtain references before the interview, asking specific questions regarding suitability of working with

children, and if the person has ever been the subject of an allegation about their behaviour towards working with children., or any disciplinary action

## Interviewing Process

-  (We understand that as a result of the Equality Act 2010 it is no longer appropriate to ask referees for information relating to absence or sickness records until after the preferred candidate has been selected unless the post has an exception)
-  We have a face to face interview with any potential employees and ask the candidates to spend some time in the room before making any decisions. (supervised at all times)
-  Face to face interviews cannot be carried out at this time, therefore unless absolutely necessary we will not be employing any staff during this period.
-  If we absolutely do need to employ staff, then all safety measures, and safe social distancing will be put in place.
-  We ask a selection of questions including knowledge of EYFS and Safeguarding, we probe further into the candidate character getting an understanding of their motivations, attitudes and behaviours.
-  We seek information about any criminal history and use it appropriately.
-  We ensure that there are two people present in the recruitment process, one of which will be Gill, who has passed the Safer Recruitment Course.
-  The same process is followed in relation to the employment of the nursery chef. Relevant questions will be asked.
-  Notes are taken during this process and recorded on the application form.

## Disclosure and Barring Service

We ensure through the application form that we are entitled, and that the applicant understands that an enhanced check will be carried out.

We check the status when the check is complete then keep a record of the information on our single central record point.

Any re-checks will be considered if there are any grounds for concern about a person's suitability to work with children

## Staff Records

In relation to each member of staff the records we hold for them include:

-  References
-  Application Forms
-  Evidence of qualifications
-  Supervision records
-  Any Reprimands, warnings or disciplinarys
-  Identification
-  Staff Suitability records
-  Induction records
-  Assessment (In house)
-  Action plans

## Temporary Staff

Should we require short term temporary staff, we obtain written assurance that the staff they are supplying are suitable for post they are covering. This includes assurance that they have a DBS check. These staff complete our staff suitability form on commencement of their post

**We will try not to use any short-term temporary staff during this coronavirus outbreak.**

## Changes to Staff

We inform Ofsted of any changes in the person responsible for our nursery.

Changes to staffing and ratios have been applied by Ofsted (Early Years Foundation Stage, Coronavirus Disapplication's).

## Training and Staff Development

-  Our nursery manager holds the NNEB certificate and level 4. The deputy holds a Diploma Level 3 in childcare and education.
-  Our team Leaders hold level 3 qualification.
-  We have a good ratio of qualified staff, and also take on students working towards level 2 and 3.
-  We provide the opportunity for all staff to go on regular training depending on their individual needs. We train through Bolton's Early Years programme and multi-agency training organisation.
-  Training cannot be face to face during this coronavirus outbreak. We have installed a new application for training on line. 'Noodle'
-  This way, we can ensure that our staff are still accessing some training until they can access face to face training again.
-  We also have the opportunity for in house training and have external agencies that come for specific training needs.
-  In house training needs to be suspended for our full staff team.
-  If staff require any additional training then this will be done in small one to one sessions.
-  We provide staff inductions within the first week of employment. This induction includes our Health and Safety policies, and Safeguarding Children, and our Child Protection Policy.
-  We support the work that the staff do by holding regular meetings, supervisions and appraisals

-  Supervisions will be held weekly. This gives the returning staff from 1<sup>st</sup> June the opportunity to ask questions, or talk about any reservations they may have either concerning any child returning after the outbreak or themselves.
-  The staff fill in a holiday request form for any annual holidays they wish to take, giving the management notice, in order to arrange sufficient cover so that ratios are not compromised.
-  Staff holidays are under review at this time.
-  Discussions will take place with individual staff members regarding taking their holidays they are entitled to in 2020.
-  Where staff are unwell and take sick leave, we organise cover to ensure ratios are maintained. This could mean moving some staff where one room is over their ratio to another room.
-  Where staff are either unwell, or having to self isolate due to coronavirus symptoms, we will deploy staff accordingly. This may affect key workers, this has been addressed in the key worker policy.
-  We have contingency plans to cover absences where many staff are absent at one time.
-  We have had to make the uncertain decision as to if staff are absent at the same time then nursery may have to close for a short period of time.
-  The Manager and Deputy are supernumerary, where necessary the manager and deputy will step in to ensure ratios are maintained in the event of staff sickness or holidays.
-  The manager and one deputy are on duty from 1<sup>st</sup> July. This includes the Safeguarding Officer and the SENCO.
-  We take into account the disapplications of the governments guidelines during this coronavirus outbreak.

-  We ensure the nursery chef holds the relevant qualifications and updates her knowledge regularly.
-  Should the chef need to take leave or self isolate, the manager and the deputy on duty have the Health and Safety qualification to step in and ensure that nutritious food is still made and served to the children.

Issue Date January 2016

Date to be reviewed January 2017

Date reviewed May 2017

Reviewed and Updated May 2018

Date to be Reviewed May 2019

Date reviewed April 2019

Date to be reviewed April 2020

Date Reviewed June 2020 (including Covid-19 information)

Date to be Reviewed August 2020

Date Reviewed

This policy will be reviewed sooner than the review date should any new information become available