



Dorchester Pre-School

Suitable People Policy

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2.0 Suitable People

2.1 Employment (Including suitability, contingency plans, training and development)

Policy statement

We meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage ensuring that our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Procedures

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 your imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- 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.

Disqualification

- When 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

Changes to staff

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

Training and staff development

- Our setting leader and deputy hold the CACHE Level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate in Pre-school Practice or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers -



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through the Pre-school Learning Alliance and external agencies.

- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with their contract of employment.
- We have contingency plans to cover staff absences, as follows:
 - 1) Contact staff not on duty that day
 - 2) Contact bank/agency staff
 - 3) Contact Committee members (all DBS checked)
 - 4) Request parent helpers.

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

Policy statement

2.2 Student placements

Dorchester Pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's providers. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We



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also offer placements for school pupils on work experience. We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the 'suitable people' requirement of Ofsted and have CRB checks carried out.
- We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years, and those on short term placement who have not had a CRB check carried out, at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We cooperate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

2.3 Electronic communication (including social networking)

Policy statement

The internet provides a number of benefits for staff. However, when someone is identified with the setting or discusses their work, they are expected to behave appropriately when on the internet. The principles set out in this policy should always be followed for all forms of electronic communication. If in doubt then details should be discussed in the first instance with the Pre-school leader.

The internet, through sites such as social networking sites, weblogs and micro blogs for example, allows photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way. Staff members should respect the privacy and the feelings of others.

Staff, committee members and volunteers at Dorchester Pre-school are in a professional position



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and are responsible for the care and education of children. Therefore, they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

Aims

- That our duty to safeguard children is maintained
- That we recognise our legal responsibilities so that the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That our users are able to clearly distinguish where information provided via the internet is legitimately representative of the setting

Procedures

- Staff, committee members and volunteers must be aware of their responsibilities to the Pre School when using methods of electronic communication such as social networking sites like Facebook. Our confidentiality policy must be adhered to at all times, even outside working hours.
- All staff should bear in mind that information that they share through internet applications, even though they are in private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding vulnerable groups act 2006 and other legislation.
- All communications with parents of current children should be made through the designated official channels. The Pre-school leader and chairperson of the management committee can provide advice on this where necessary.
- At no time must a post be made in reference to any children, parent, staff member or other professional an employee comes into contact with through work.
- All communications with parents of current children should be made through the designated official channels. The Pre-school Manager and chairperson of the management committee can provide advice on this where necessary.
- At no time must a post be made in reference to any children, parent, staff member or other professional an employee comes into contact with through work.
- No photographs or materials should be published identifying the setting or children
- In order to maintain professional boundaries, staff, committee members and volunteers should not accept personal invitations to be friends on internet applications such as social networking sites from parents or carers that use the pre-school unless they know them in a personal capacity outside of Dorchester Pre-school.
- Staff must not use their mobile phones or other recording devices to take photos, videos or go on social networking sites or similar whilst in the pre-school.
- Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

Serious breach of the electronic communication policy (e.g., remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to Dorchester Pre-school or its employees, or posting or publishing photographs of the children, setting or another staff member unless with staff permission) may result in disciplinary action in line with disciplinary procedures.

Guidelines in social networking practices

Staff are encouraged to use the following guidelines in social networking practices:



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- Remember that no information sent over the internet is totally secure and therefore if you do not wish for the information to become public, refrain from using a social networking site, **even though you may consider that you are anonymous or are using an alias you may be recognized.**
- Maintain professionalism, honesty and respect.
- Apply a good judgement test when relating to Dorchester Pre-school. Could you be guilty of leaking information or discussing confidential information? Is it negative commentary regarding Dorchester Pre-school or an employee? Activity showing good judgement would include statements of fact about Dorchester Pre-school, facts that are already public information, or information on the Dorchester Pre-school website.

If any employee becomes aware of information on the internet that could be deemed distasteful or damaging to Dorchester Pre-school, they should contact the Pre-school Manager or Chairperson.

Name	Position	Signature	Date
	Chair		
	Manager		
	Deputy Manager		
	Assistant		
	Assistant		
	Assistant		