



## Safeguarding

### Magdalene Pre-school

#### Employment and staffing

#### Induction of staff

##### Policy statement

Our setting is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

- All staff are required to submit to a vetting procedure – this will include providing references which will be verified.
- The manager will arrange regular staff meetings where all staff are able to discuss items and contribute in a positive manner. The manager should encourage staff to contribute to the development and quality of the programme of activities provided.
- Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- Members of staff are expected to display both knowledge and understanding of multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.
- Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.
- Personal mobiles must be switched off and not used during working hours. If staff do need to receive an emergency call, the person calling them should use the main setting number (refer to Photography/Mobile Phone policy).
- The manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.
- There is a named qualified and capable deputy, who will take charge in the manager's absence.

## **Terms and Conditions**

The setting is committed to promoting family friendly employment practices to help staff balance work and family commitments. The setting will make every effort to be flexible with staff and to promote harmonious working relations, through trade unions and other organisations.

The setting will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.

In return, the setting expects honesty, loyalty and diligence from its staff.

The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the Registered Person.

## **Qualifications, Experience and Safety Checks**

The manager and all staff (including students and volunteers) will be suitably qualified, have relevant experience.

All staff (including students and volunteers aged 16 and over) will have obtained an enhanced criminal records disclosure.

A record of all staff is kept which includes: information about staff qualification, identity checks, vetting processes that have been completed (including the criminal records disclosure, reference number, date disclosure was obtained and details of who obtained it).

The setting will not employ staff or volunteers who have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under Section 76 of the Childcare Act 2006.

Anyone who has not received a Disclosure and Barring Service check, but who is on the premises (such as a member of staff awaiting registration clearance) will not be left alone with a child.

Staff suitability is based on evidence from: references; full employment history; qualifications; interviews; identity checks; and other checks where applicable, for example, medical suitability.

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The manager will have at least a full and relevant NVQ level 3 qualification appropriate to the post (as defined by the Teaching Agency). The manager will also have the training, skills, knowledge and understanding of their roles and responsibilities along with at least two years' experience of working in an early years setting or have at least two years' other suitable experience. \*

At least half of all other staff will hold a full and relevant level 2 qualification – meaning at least 50% of staff will be qualified and 50% may be unqualified (as defined by the Teaching Agency).

If the setting is registered on the Early Years Register or the compulsory part of the Childcare Register and has only two members of staff on duty – both staff will be qualified – one will hold a level 3 qualification and the other will hold at least a level 2 qualification. If the setting cares for children under 2, at least half of all staff must have received training that specifically addresses the care of babies.

If the setting is registered on the voluntary part of the Childcare Register and has only two members of staff on duty, one will hold a level 3 qualification and the other may be unqualified.

The manager will ensure that there is at least one staff who has a current (local authority approved) paediatric first aid certificate on the premises at all times when children are present.

The manager will also ensure that staff have sufficient understanding and use of the English language to ensure the well-being of children in their care as they must be able to summon emergency help, to understand instructions such as those for emergency purposes and instructions for the safety of medicines and food. Staff must also be able to keep records in English and liaise with other agencies in English.

All staff included in the adult: child ratio will be aged 17 years or over.\*\*

Students on long term placements and volunteers (aged 17 and over) may be included if the manager is satisfied that they are competent and responsible.

# Induction of staff and volunteers at Magdalene preschool

## Policy statement

Magdalene Preschool provides an induction for all staff and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

### Procedures

- We have an induction plan for all new staff which includes the following:
- Inductions to all staff and volunteers
- Familiarising with the building, health and safety and fire procedures
- Ensuring our policies and procedures have been read and carried out.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed
- The induction period lasts 3 – 6 months and is reviewed after 3 months.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, tasks and routines.
- Successful completion of the induction forms part of the probation period.
- Induction period is 6 months but can be extended if necessary.
- If a request for an employee or former employee is made, Magdalene preschool do not supply a detailed reference, but will confirm history of employment.

Signed.....

On behalf of the management committee

Date.....