

2.0 SUITABLE PEOPLE

2.1 RECRUITMENT

All Teddy Bears staff are enhanced DBS checked through Capita Recruitment Vetting Service. Management (including committee members) are enhanced DBS checked through OFSTED.

All staff and committee members have a CPD file this includes a copy of their DBS disclosures and photo, which is stored in an operational file. Teddy Bears Pre-school will also meet any requirements of the new Independent Safeguarding Authority (ISA) scheme once it has been implemented.

The pre-school makes decisions of suitability using evidence from the DBS Disclosure; references; full employment history; qualifications; interviews; identity checks; medical suitability checks. All people connected with the pre-school who work directly with children will have to declare all convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Sarah Phillips will follow up written references with a phone call to the referee to confirm the information provided.

All supervisors and Managers must hold a full and relevant Level 3 Qualification (as defined by the Children's Workforce Development Council (CWDC)) and half of all other staff hold a full and relevant Level 2 Qualification (as defined by CWDC).

The Childcare (Disqualification) Regulations 2007 requires the pre-school to inform OFSTED of any court order, determination or conviction or any other grounds for disqualification from registration applying to them or any other person living or working in their household.

Teddy Bears Pre-school will notify OFSTED of the following:

- Any change in the address of the premises on which childcare is provided; particulars of any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children.
- Any change to the person who is managing the Early Year's Provision.
- Any change in the name or registration of the charity; number of the charity.
- Teddy Bears Pre-school will advise OFSTED of any new starter's date of birth, name, any former names or aliases and home address. This should be done before the start of the person's employment, but no later than 14 days of their start date.
- Teddy Bears Pre-school will also notify OFSTED of any change in the pre-school's telephone number.

Specific legal requirements

When working directly with children, a Teddy Bear Pre-school employee will not be under the influence of alcohol or any other substance, which may affect their ability to care for children.

Any Teddy Bear Pre-school employees taking medication, which they believe may affect their ability to care for children, will seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

Managerial Criteria

The Teddy Bears Pre-school Manager must have more than two years' experience of working in an early years setting.

The Deputy Manager will take charge when the Manager is absent.

The pre-school will ensure that all staff have a clear understanding of their roles and responsibilities & regular staff appraisals will be carried out to identify the training needs of staff.

Teddy Bears Pre-school will support their staff in improving their qualification levels. In particular, that staff with no qualifications are supported in obtaining a relevant qualification at a minimum of a full and relevant level 2 qualification (as defined by CWDC).

Induction Training will be provided for new staff to help them understand how Teddy Bears Pre-school operate and what their role is within it. Induction training will include matters such as Evacuation Procedures and Child Protection and Health and Safety issues.

A programme of continuing professional development is in place to ensure that these needs are met. This will be through training made available by the Local Authority and other sources.

The staff are organised to ensure safety and to meet the needs of the children, who are supervised at all times.

Specific legal requirements

Teddy Bears Pre-school meets the requirements for adult: child ratios.

Teddy Bears Pre-school has contingency arrangements for staff absences and emergencies. Re-grouping of children and activities, when disruptions occur there continues to be a consistent experience for the child.

Volunteers/committee members are given full information and guidance on their roles and responsibilities and have access to training through local authority and other agencies.



This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair