

Suitable People Policy

Humpty Dumpty's Easton Pre-School



Registered Charity No: 1056309

Humpty Dumpty's Easton Pre-School, St Peters CE Primary Academy, Marlingford Road,
Easton, Norwich, Norfolk, NR9 5AD

Ofsted Registration No: EY427363

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1.0 Recruitment

We advertise all vacancies, and welcome applications from all sections of the community.

We provide applicants with detailed job descriptions and personal requirements for the post advertised where appropriate.

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection as included in our "Equal Opportunities policy". (See also Safeguarding Children policy section 2.1.)

Applicants will be given clear, concise and accurate information about posts so they can assess their own suitability.

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 our imposing conditions or requirements that are not justifiable.

We are committed to safer recruiting and appointing.

We have adapted our procedures to follow the advice laid out in the "Safer Recruitment Toolkit" section of the Safeguarding in Early Years and Childcare guidance file provided by Norfolk County Council.

This file is held in the office at the setting.

We employ and retain staff in accordance with all relevant legislation and best practice.

This requires all applicants to

- complete an application form, (The application form will contain a statement concerning "Disqualification by Association" to be signed by all applicants.)
- Attend a session in the setting to meet the Manager, members of the team and some of the children.
- to be interviewed by no fewer than two members of the management committee,
- provide references and complete a satisfactory enhanced DBS check.
- bring a passport, driving licence or equivalent photo ID to their first recruitment interview

After the closing date applications for permanent posts are shortlisted by a recruitment panel which will normally consist of 3 people, the Chair, the Manager and one Committee member.

The panel are responsible for conducting the process in a professional, impartial and confidential manner.

We will use the recruitment and selection process to deter and reject unsuitable candidates.

Short listed candidates will receive a written invitation to interview. They will be invited into the setting prior to interview, at a mutually convenient time to be arranged by one of our managers. The remaining applicants will be advised in writing that they have been unsuccessful.

The panel will present a number of questions. These will cover

- general information about the candidate's background and skills and specific skills and experience they have relevant to the role.
- Every candidate will be asked the same questions which will include Warner style questions.
- We require evidence of any qualifications candidates or volunteers hold and two forms of identification at the time of interview.
- We do not accept testimonials and insist on taking and following up two references.
- We will question the contents of application forms if we are unclear about them,
- We will undertake enhanced Disclosure & Barring Service (DBS) checks before the successful applicant commences work and use any other means of ensuring we are recruiting and selecting the most suitable people to work with the children in our setting.

After each interview, the panel will score the candidate's response to each question as follows:

- | | |
|---|---|
| 5 | Exceeds Requirements |
| 4 | Meets Requirements |
| 3 | Minor Shortfall against required standard |
| 2 | Major Shortfall against required standard |
| 1 | No evidence of any relevant skills or knowledge |

The position will be offered to the candidate who scores the highest mark, provided they reach the minimum standard required for the role.

The successful candidate will normally be contacted in the first instance by email.

Initially the offer will be subject to satisfactory references.

A covering letter plus a "Request for Reference" form and stamp addressed envelope will be sent to the named referees.

Once satisfactory references are received a formal letter will be sent to the successful candidate offering them the position.

The successful candidate will be asked to confirm in writing their acceptance.

If he/she does not accept, the next suitable person will be offered the position. If no candidate meets the standard required the recruitment process may need to be repeated.

Unsuccessful candidates will be advised in writing.

The offer to the successful applicant will include these details:

- The starting date and rate of pay
- The offer being subject to a trial period of one term during which full contractual terms and conditions apply.
- The candidate will be asked to sign and return one copy of the offer letter to confirm they accept the offer on the terms and conditions which have been outlined.

This 'Recruitment' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 26th Feb 2019

Date to be reviewed: May 2019

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner): Chair

1.1 Employment of persons with criminal convictions

As an equal opportunities employer, Humpty Dumpty's Easton Pre-school undertakes to treat all applicants for positions fairly and equally. The importance of equality of opportunity for all is recognised, as are the benefits of having diversity of talent, skills and potential. As such we welcome applications from as wide a range of applicants as possible, including those with criminal records.

Disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment.

Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Applicants are reminded that if they have information to declare they must state this in the appropriate section on the application form and attach a sealed envelope containing details of any convictions, cautions, court orders, reprimands and/or warnings.

Humpty Dumpty's Easton Pre-school is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, disability, religion, sexual orientation, responsibilities for dependants, age or offending background.

We use the services of the Disclosure Barring Service (DBS) to assist in assessment of applicants' suitability for positions of trust.

In so doing we undertake not to discriminate, without justification, against any applicant who is the subject of a Disclosure on the basis of a conviction or other information revealed through the Disclosure process.

Commitment

- All candidates will be selected for interview on the basis of their skills, qualifications and experience in relation to the requirements of the job. See section 1 "Recruitment."
- For certain posts, where it is considered relevant, a Disclosure from the DBS of the presence of a criminal record will be required. If this is the case it will be made clear in the recruitment literature. It follows that offers of employment to such positions will be conditional upon further assessment of the relevance of any conviction/s to the job in question before being confirmed.
- All applicants are encouraged to provide details of a criminal record at an early stage in the application process. It is requested that this be sent under separate cover to the Manager or chairperson who will use this information only for assessment of suitability for the position being applied for.

- Applicants are asked to declare all 'unspent' convictions unless the nature of the position being applied for is exempt as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001 and it is a requirement that an entire criminal record (including spent convictions) is declared. This will be made clear in the recruitment literature.
- Where applicable, applicants will be given the opportunity at interview to discuss the subject of any declared offences or other matter and their relativity to the position being sought.
- The successful candidate will be required to sign a disqualification declaration form to ensure they meet the Ofsted requirements and are not exempt from working in childcare.
- Failure to reveal information that is relevant to the position sought will lead to the immediate withdrawal of any offer of employment.

Employment of persons with criminal records

- Anyone who applies for a post with us can be assured that the presence of a criminal record will not necessarily exclude them from joining our team. Any criminal background will be assessed by reference to the circumstances and nature of offences and how these relate to the nature of the position after discussion with the manager and the chairperson of the committee.

This 'Employment of persons with criminal convictions' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 26th Feb 2019

Date to be reviewed: May 2019

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner): Chair

2.0 Staffing and employment

We provide staff ratios in line with the Department for Education Statutory framework for the early years foundation stage (2014) to ensure children have sufficient individual attention and to guarantee care and education of a high quality.

All our permanent staff are appropriately childcare qualified and hold paediatric first aid;

All staff have child protection training.

All staff are police checked through the Disclosure and Barring Service in accordance with statutory requirements (We aim to update these every three years).

Staff are required to sign a disqualification declaration document (see appendix 1) on commencement of employment and annually thereafter.

We support the work of our staff by holding regular supervision meetings.

Humpty Dumpty`s Easton Preschool value its staff and our volunteers, recognising that they are one of the most valuable assets of our team and as such we aim to provide an environment that promotes their health, wellbeing and safety at all times.

Ratios - We use the following ratios of adult to child:

- Children aged two years of age: 1 adult : 4 children
- Children aged three- five years of age: 1 adult : 8 children

We aim to have a minimum of 3 staff per session where appropriate. Of these staff at least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification

Keyperson - We use a key person system (see Organisation Policy 2.1), known as 'special teachers' (as decided by the children and parents), to ensure that each child has a named member of staff with whom they and their parents can form a close relationship.

The special teacher ensures observations are made and records of the child's progress are collected and placed in the child's individual, Online Learning journal. The Learning Journal is shared with the child's parents via an active link (see Safeguarding Children Policy 1.3 Confidentiality).

These records are given to the parents when the child leaves.

Our Staff are always available at the beginning and end of each session for parent queries.

Children's progress - Staff regularly liaise to discuss the children's progress, their achievements and any difficulties that may arise, in order to ensure the children are developing at expected rates. The welfare and development of each child is discussed with each child's key person at manager and individual staff supervision meetings.

Roles and qualifications - All staff have job descriptions which set out their staff roles and responsibilities. These are found in the individual staff files.

Over half of our permanent staff members hold at least recognised level 3 childcare qualification. In addition we have a bank of staff to cover absences.

Training and supervision- We provide the opportunity for staff to attend regular training via internal and external agencies. Training requirements are reviewed during supervision & development meetings.

We provide staff induction training on the first day of employment (see Suitable People policy section 3 for more details).

We support the work of our staff by holding regular supervision meetings. These include discussions on:

- Key child development and welfare
- Training needs
- Representative roles
- Welfare and work load
- Safeguarding

Staff taking medication / other substances - Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners must seek medical advice. Staff must complete a health declaration form before commencing employment.

We ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair the staff members' ability to look after the children properly.

Staff medication on the premises is stored in the office out of reach of the children, at all times.

Staff Safety - (See also Suitable Premises, Environment & Equipment Policy – 1.0 Health & Safety) Information on safe lifting and use of ladders is provided during the induction process.

Clear signs are displayed for all emergency exits and during induction, exits will be shown to staff.

All staff attend a paediatric first aid course.

Staff do not remain in the building on their own.

Any accidents or incidents involving staff should be recorded in the accident or incident book. Any accident requiring treatment by a hospital or general practitioner or any dangerous occurrences must be reported to the relevant authorities (RIDDOR).

Staff should always wear the setting uniform – t-shirts and sweatshirts are provided. Black trousers and sensible shoes must be worn – trainers are recommended.

Jewellery must be kept to a minimum:

- Stud earrings to be worn
- No necklaces or bracelets
- No large stoned, sharp rings
- Any bodily piercings must be covered

Protection of staff - We expect all children and parents involved in our setting to respect the rights of our staff not to suffer abuse, either verbal or physical.

All members of staff are entitled to respect from fellow colleagues and adults working or volunteering in the setting.

Anyone who does not respect these rights may be subject to exclusion from the building, the setting, or in extreme cases, to prosecution.

This 'Staffing and employment' policy was reviewed and signed off at a meeting of Humpty Dumpty's Pre-School Committee and staff.

Meeting held on: 26th Feb 2019

Date to be reviewed: May 2019

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner): Chair

2.1 Employees' Rights

Our Preschool believes that all staff regardless of the length of service, volunteers and student placement workers are entitled to expect to be treated equally, and respectfully with any matter raised. We aim to work in line with the Equality Act 2010.

Method

- None of our employees will be discriminated on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or beliefs.
- No employee will be discriminated on the grounds of sex or marital status.
- We will provide statutory sick pay as laid down in the employee's contract.
- We will ensure a safe working environment in line with the requirements of the Safety at Work Act (1974), plus all subsequent regulations.
- We will allow a reasonable amount of time off for public duties.

We ensure current legislation is followed in respect of:

- Time off for antenatal care.
- Maternity leave in the case of female employees.
- Paternity leave
- Adoption leave
- Dependants leave
- Parental leave
- Shared parental leave
- Flexible working
- Retirement
- Compassionate leave

Our Employees have the right to:

- A minimum of 4 weeks notice after completion of a 6 months probationary period.
- A written statement of terms and conditions of employment, which should include information about the job title and description, pay, hours of work, notice. It should also tell the employee of any disciplinary rules which apply to him/her, indicate the person to contact if he/she has any grievance concerning work.

- Be part of the discussion and agree to any changes to the terms and conditions of their employment.
- A fair effective and consistent method of dealing with disciplinary matters. See disciplinary procedures.
- Redundancy Pay as per statutory regulations.

Our Employee's Responsibilities:

We believe our employees have a responsibility to work safely and efficiently; following the guidelines laid down in the Pre-school policies and procedures.

They should report incidents that could lead to injury or damage and ensure that accidents are recorded in the Accident Book and brought to the attention of the relevant person in charge.

There are extensive Pre-school procedures in place and all our employees need to have a clear knowledge of these and apply where appropriate.

Staff should follow the guidelines in the current staff handbook.

In the event of absence;

They must inform their manager by phone or text message prior to any absence due to illness, or as soon as is reasonably practicable.

Wherever possible staff are expected to arrange their own staff cover should they be absent from work.

Employers Rights and Responsibilities

As Employers we have the right to expect:

- Staff to carry out their duties and responsibilities as set out in their job description, staff handbook and code of conduct.
- All staff to be aware of Health and Safety regulations; Safeguarding Children regulations; including Confidentiality and positive behaviour procedures. (refer to Safeguarding & Promoting Children's Welfare Policy 1.3, 2.3).
- Staff to be aware of who the designated member of staff is for a particular role e.g. Safeguarding, Special Educational Needs Co-ordinator (SENCO), Behaviour management and Equality Named Co-ordinator (ENCO) Refer to notice boards in setting and individual policies.
- General good housekeeping and food hygiene practices to be carried out at all times by all our staff.

- Be familiar with daily risk assessments and checklists.
- To have read the Pre-school Policies and so be aware of and adhere to their content.

As Employers we are obliged to:

- Ensure a safe place of work for all our employees and volunteers at all times.
- To hold confidential staff files on each of our employees securely and in compliance with the regulations of the Data Protection Act 1998 and the General Data Protection Regulations (EU) 2016/679. These should include: a copy of the terms and conditions of employment, employee disciplinary procedures and emergency contact telephone numbers and addresses, information about staff qualifications and the identity checks and vetting processes that have been completed
- Retain a record of DBS check reference numbers, the date a check was obtained and details of who obtained it
- Obtain permission from a potential or existing employee, who has subscribed to the online DBS Update service, before checking the status of the disclosure. Where the check identifies there has been a change to the disclosure details, a new enhanced DBS disclosure must be applied for.
- Make clear and available the Disciplinary and Grievance procedure for all our employees
- meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm
- Notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event.

This 'Employee's Rights' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 26th Feb 2019

Date to be reviewed: May 2019

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner): Chair

2.2 Employee Disciplinary and Grievance Procedures.

This procedure applies to all employees at Humpty Dumpty`s Easton Pre-school and is designed to help and encourage employees to achieve and maintain high standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all.

Every effort will be made to deal with matters as quickly as possible.

Principles

- No disciplinary action will be taken against an employee until the case has been fully investigated.
- At every stage in the procedure the employee will be advised of the nature of the complaint against him or her.
- The employee will be given reasonable notice (5 days) that a disciplinary hearing is due to take place to enable the employee to prepare his/her case.
- The employee will be given the opportunity to state his/her case before any decision is made.
- At all stages the employee will have the right to be accompanied by a fellow worker or a trade union official during the disciplinary interview.
- The disciplinary panel shall consist of the Pre School Chair and two Committee colleagues, nominated by the committee, the Manager or the Deputy Manager. The Chair will ensure that confidentiality is maintained within the panel.
- No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will be instant dismissal. A referral will be made to the Disclosure and Barring Service (DBS) where a member of staff is dismissed (or would have been had the person not left the setting first) because they have harmed a child or put a child at risk of harm. In this instance Ofsted will be informed and LADO will be contacted for further advice.
- The employee will be given an explanation for any penalty imposed.
- The employee will have the right to appeal against any disciplinary penalty imposed.

- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.
- All action relating to the proceedings will be kept confidential.

Disciplinary Hearing

- Before any disciplinary action is taken a hearing will be held with the employee where they will be given the opportunity to comment on the complaints made against him/her. Written notice of the date, time and place of the hearing will be sent out in advance. This notice will also include details of the alleged conduct.
- The employee will also be notified that:
 - a) the hearing is formal in nature
 - b) the possible sanctions
 - c) the right to call witnesses
 - d) the right to produce documents/statements.
- If documentation / statements are to be provided then they should be produced at least three days in advance of the hearing to allow further investigation to take place if there are any discrepancies in the evidence.
- The employee shall make all reasonable efforts to attend the hearing. If the employee does not attend without good reason then the hearing will be held and action taken in their absence.
- An employee may be accompanied by a chosen companion; the Chair will be accompanied by another member of the Committee and the Secretary to take notes of the hearing.

Minor Disagreements

Minor disagreements amongst pre-school staff, or between staff and committee, can usually be resolved at the regular staff management meeting or informally by discussion.

Types of Disciplinary Action

- If the case is unfounded then all parties will be informed in writing which will be delivered either by hand or by first class post.

- If the case is substantiated then one of the following sanctions should be imposed:
 1. Formal Verbal Warning
 2. Written Warning
 3. Final Warning or
 4. Dismissal.

- Before choosing the most appropriate sanction consideration will be given to:
 1. seriousness of the misconduct
 2. previous disciplinary record (excluding “spent” warnings)

- Where dismissal is possible the employee must be informed in writing as soon as possible.

Oral Warning

- The employee should be interviewed by the disciplinary panel, who will explain the complaint.
- The employee will be given full opportunity to state his/her case.
- After careful consideration by the management committee and if an oral warning is considered appropriate, the employee needs to be told:
 - a) What action they should take to correct the conduct.
 - b) That he/she will be given reasonable time to rectify matters.
 - c) What training is suggested to give help and support, with a timescale for implementation.
 - d) What mitigating circumstances have been taken into account in reaching the decision.
 - e) That if no improvement is made then further action will be taken.
 - f) That a record of the warning will be kept.
 - g) That he/she may appeal against the decision within a limited time period (5 working days)

Formal Written Warning

If the employee fails to change their behaviour, even with the measures put into place to support them after the oral warning or if the original offence is considered too serious to warrant an initial oral warning, further action will be necessary:

- The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case).
- If a further formal warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- The letter will:
 - a) Contain a clear reprimand and the reasons for it
 - b) Explain what corrective action is required and what reasonable time is given for improvement.
 - c) State what training needs have been identified, with timescales for implementation.
 - d) Make clear what mitigating circumstances have been taken into account in reaching the decision.
 - e) Warn that failure to improve will result in further disciplinary action which could result in a final warning and, if unheeded, ultimately to dismissal with appropriate notice.
 - f) Explain that he/she has the right to appeal against the decision.

Final Written Warning

If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant any initial warnings:

- The employee will be interviewed and given the opportunity to state his/her case.
- If a final warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- The letter will:
 - a) Contain all the elements a) to d) in the section above under the heading “Formal Written Warning”.
 - b) Warn that failure to improve will result in further disciplinary action, which could result in dismissal.

- c) Explain what he/she has a right to appeal against the decision.

Dismissal

If the employee still fails to correct his/her conduct then:

- The employee will be interviewed as before.
- Where dismissal is considered appropriate then the employee must be notified within 3 days of the hearing. The notice will include:
 - a) Reasons for the decision
 - b) That dismissal will take effect at the end of any notice period (see employees contract, conditions of employment) unless dismissal is for gross misconduct, negligence or incompetence in which case the Chair may dismiss without notice
 - c) The time scale for an appeal

If progress is satisfactory within the time given to rectify matters, the record of warnings in the individual file will be destroyed.

Suspension

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations into the allegations are being made. These should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously these investigations should be carried out within as short a time as possible.

Appeals

At each stage of the disciplinary procedure the employee must be told he/she has the right to appeal against any disciplinary action, and that the appeal must be made in writing to the chair within 5 days of receiving the decision a disciplinary interview /hearing. It should include:

- a) Whether the appeal is against the findings of the hearing that the allegations was sustained or against the sanction imposed or both.
- b) The grounds of the appeal.

- c) The names of any witnesses and copies of any documentation to be called or relied upon.
- The panel will consist of one or two committee members, and the Chair, the Manager or Deputy Manager. If any members of the appeal group were part of the original panel they must make every effort to hear the appeal as impartially as possible.
- An appeal should be heard within 14 days of the receipt of the notice of appeal from the employee.
- The employee will be notified of the date, time and location of the appeal hearing and should make all attempts to attend. A companion may accompany them to the hearing.
- The employee will explain why he/she is dissatisfied and may be asked questions.
- The Chair/Manager/Deputy Manager may be asked to put their point of view and may be asked questions.
- Witnesses may be heard and may be questioned by the appeals Committee and by the employee and the Chair, Manager or Deputy Manager.
- The Committee will consider the matter and make known its decision.
- The decision of the Committee on hearing the appeal is final.

A written report record of the meeting will be kept.

Examples of Gross misconduct.

The following list provides examples of offences, which are normally regarded as gross misconduct:

- a) Theft, fraud, deliberate falsification of records.
- b) Physical violence.
- c) Abusive conduct.
- d) Serious bullying or harassment of other employees or children.
- e) Deliberate damage to property.
- f) Serious act of insubordination.
- g) Misuse of the organisation's property or name.
- h) Bringing the employer into serious disrepute.
- i) Being incapable of work through the use of drugs or alcohol.

- j) Gross negligence, which causes unacceptable loss, damage or injury.
- k) Serious infringement of health and safety rules.
- l) Ill treatment of children.
- m) Serious breach of confidence.
- n) Falsification of any application form or CV.
- o) Deliberate falsification of accounts, expenses or time sheets.

This list is not exhaustive and offences of a similar nature will be dealt with under this procedure as appropriate.

Child Abuse Allegations against a Member of Staff or Volunteer
(See also Safeguarding Children Policy, Section 1)

We will take all possible steps to safeguard our children and to ensure that the adults in our organisation are safe to work with our children. We will always ensure that the Norfolk Safeguarding Children's Board protocol '*Allegations Against Staff, Carers and Volunteers*' is adhered to.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO).

Staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Designated Child Protection Officer or Deputy, this will be reported by the staff member or volunteer raising the concern who will liaise with the LADO.

<p>This 'Employee Disciplinary and Grievance Procedures' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.</p>
<p><i>Meeting held on:</i> 26th Feb 2019</p>
<p><i>Date to be reviewed:</i> May 2019</p>
<p><i>Signed on behalf of management committee:</i> Kylie Hamshaw</p>
<p><i>Name of signatory:</i> Kylie Hamshaw</p>
<p><i>Role of signatory (e.g. chair/policy owner):</i> Chairperson</p>

3. Induction of staff and volunteers

All new members of staff and volunteers will receive induction training from the Manager or the Deputy Manager on the first day of their employment. The purpose of the induction is to help staff to understand their roles and responsibilities. The induction will include:

- Information about our Policies – An overview of our policies will be provided along with a full copy of our policy document to read. The candidate will be asked to read this in detail and then to sign to confirm that they understand our policies and are willing to abide by them. Particular attention will be drawn to our Health and Safety, Fire and Safeguarding policies.
- Presentation of staff handbook and code of conduct
- Introductions to other staff and volunteers
- A tour of the setting (noting all fire exits)
- Explanation and signing of a 'Health & Safety / Induction checklist' (see Appendix 2)
- A review of the job description
- Demonstration of relevant equipment
- An opportunity to observe work practice
- Details of probation process

The duration of the probation period for new staff will be 6 months

This 'Induction of new staff and volunteers' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 26th Feb 2019

Date to be reviewed: May 2019

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner): Chairperson

4.0 Student Placement

Our pre-school recognise that qualifications and training make an important contribution to the quality of the care and education we provide in our settings.

As part of our commitment to quality, we are happy to offer placements to students undertaking early year's qualifications and training. In addition we offer placements for school students on work experience.

Our aim is to give students placed with us experiences that help them successfully complete their studies. As a result of working in our settings they will see first-hand examples of good practice in early years care and education as well as experiencing at first hand an enriching, exciting and caring environment which encourages all our children to be confident, independent learners.

To safeguard everyone concerned all students and young persons spending time with us:

- Must have written confirmation from their course provider that they are a student and need a placement.
- Must attend an induction session which covers all our policies, procedures and other appropriate in-house training.
- Must adhere to our policies and procedures including safeguarding, health and safety and confidentiality.
- Will not be allowed unsupervised access to any children unless they have had the appropriate DBS check and only then if deemed by the Manager/Deputy Manager to be competent to do so. Only students aged 17 or over may be included in staff ratios.
- Will not make the number of adults present too great for the safety and benefit of children's learning. We limit student placements to no more than two per session.
- On a short-term basis are not counted in our staff ratios. Students placed for longer periods e.g. one year may be counted in our staffing ratios provided the manager and Deputy Manager consider them to be competent.
- We co-operate with students tutors in order to help students to fulfil the requirements of their course of study.

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- We have a Young Persons' Risk Assessment (YPRA) in place which is reviewed annually.

This 'Student Placement' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 26th Feb 2019

Date to be reviewed: May 2019

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner): Chairperson