



## Disclosure and Barring Service (DBS) Information

The primary role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

All providers must have effective systems in place to ensure that all practitioners who have regular contact with children are suitable to do so.

Employers should make informed recruitment decisions using evidence from references, interviews, qualifications and DBS (formerly CRB) checks to determine suitability.

Ofsted has retained responsibility for undertaking the DBS checks for committee members, private owners and the nominated person. Following changes to the EYFS and Ofsted Inspection Frameworks (2012) employers are now responsible for undertaking DBS checks on the setting manager.

Disclosures should be handled in accordance with the Code of Practice and Explanatory Guidance

The DBS provides an umbrella body search facility on their website which gives employers the opportunity to search for an organisation that can process DBS checks (formerly CRB checks) on their behalf

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/ub/ub-search/>

There are 3 types of check. The employer or organisation running the check should provide the applicant with more information about the level of check required.

### Types of Checks

Standard - Spent and unspent convictions, cautions, reprimands, final warnings. These will normally take approximately 2 weeks.

Enhanced - As above plus any additional information held locally by police forces that is reasonably considered relevant to the post applied for. These will normally take approximately 4 weeks.

Enhanced with list checks - As above - plus a check of the appropriate DBS barred lists. These will normally take approximately 4 weeks.

Checks for eligible volunteers are free of charge. This includes anyone who spends time helping people and is not being paid (apart from travel and basic expenses) and is not looking after a close relative.



### **DBS referral process**

The DBS role in making independent barring decisions following referrals from employers or through the Auto bar process continues. Certain employers, those working in 'regulated activity' have a legal duty to refer to the DBS when any individual has harmed a child or vulnerable adult, or there was a risk of harm. Anyone barred by the DBS cannot work or volunteer with the vulnerable group or groups from which they are barred.

The regulations introduced in October 2009 will still apply. These include:

- a person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups
- an organisation which knowingly employs someone who is barred to work with these groups will also be breaking the law
- if your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done if they had not left, you must tell the Disclosure and Barring Service (DBS)

If you are an employer or represent an organisation and you have concerns that an individual has caused harm or poses a future risk of harm to vulnerable groups including children, you will need to contact the police and also complete a **DBS referral form**. More information about **referrals and the referral process** can be found throughout their web site



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## Staffing and Employment Policy

Pillarwood Farm Pre-school and Children's Woodland Adventures recognises the need to meet the EYFS Safeguarding and Welfare Requirements in relation to appropriate qualifications of staff, ratios of staff to children and staff checks. We aim to provide children with high quality care and education and individual attention. We will:

- Ensure all staff and volunteers satisfy any DBS criteria and health checks.
- Ensure that a check is made against the Disclosure and Barring Service (DBS) barred list before deploying new staff.
- Any existing staff not giving consent to check the barred list will be lawfully dismissed. The disciplinary procedure will not be implemented as dismissal will be instant.
- Undertake relevant recruitment processes to include a minimum of 2 reference checks including the last employer.
- Ensure the recruitment processes work within an equal opportunity's framework.
- Provide a full induction within the first week of employment.
- Ensure all staff members are provided with a job description and written statement of employment particulars, which will be supported by a staff handbook.
- Ensure that we follow working time regulations for all staff, paying particular attention to those staff members who are aged between 16 to 18 years.
- Provide relevant training and development opportunities identified through the supervision and appraisal processes.
- Undertake regular staff meetings.
- Ensure all staff members are given opportunity to participate in planning meetings.
- Provide all staff with health and safety training.
- Ensure that all staff are aware of the policies and procedures of Pillarwood Farm Pre-School and adhere to them at all times.
- Where an employee is taking strong medication that may affect their ability to care for children, staff must disclose this to the management team and medical advice will be sought. The employee will only work directly with the children if the medical advice is that the medication is unlikely to impair their ability to look after the children. This will be reviewed with management and where appropriate alternative duties will be allocated.



- If under the new DBS scheme, the employer is informed that an employee has been added to the barred list, the individual will be removed from regulated activities or dismissed. The individual will have no legal rights or claims for unfair dismissal. The disciplinary procedure will not be implemented as dismissal will be instant. Further information is available at [www.DBS.gov.uk](http://www.DBS.gov.uk)
- Where an employee becomes barred from 'regulated' activity, the employer will consider on an individual basis, if that individual is suitable for other activity. There will be no guarantees of a transfer to other activity and dismissal may still result. Where dismissal results, the disciplinary procedure will not be implemented as dismissal will be instant. *(Setting to amend to reflect own view)*
- Where an employee displays inappropriate behaviour towards a child, the DBS will be notified as part of the legal reporting duty. Further information is available at [www.DBS.gov.uk](http://www.DBS.gov.uk) with regard to referrals.
- If a member of staff under investigation leaves the setting, the DBS will be notified.
- At the end of the staff members employment an exit interview will take place.

### **Staff ratios**

Children will be supervised at all times, and we will meet the requirements for adult/child ratios as set out in the Early Year's Foundation Stage (EYFS 2012).

*(Providers must meet the specific legal requirements for ratios of adults to children pages 18 to 21 of the EYFS)*

- Children aged 2 = 1:5
- Children aged three to eight = 1:8
- Where a member of the staff team holds Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification = 1:13

There will be a least two adults on duty at any time when the children are present. *(This is no longer a requirement, but the setting may wish to keep this statement in the name of good practice).*

We will ensure that the manager and deputy hold a full and relevant level 3 qualification (as defined by the Teaching Agency) and that at least 50% of staff hold a full and relevant level 2 childcare qualification (as defined by the Teaching Agency) in line with the requirements of the EYFS.

All staff will be expected to undertake training and continuous professional development, for some senior staff this may include qualifying to graduate level.



Staff, volunteers and students under the age 17 will not count towards the ratio and will be supervised at all times.

### **Volunteers**

Pillarwood Farm Pre-school and Children's Woodland Adventures recognises the wealth of knowledge and expertise that volunteers can bring to our provision and therefore we welcome all volunteers and parent helpers:

- Volunteers can offer their help on a casual or regular basis.
- Will be given full information and guidance on their role and responsibilities.
- We will ensure that all regular volunteers satisfy checks made upon them and any volunteers that have not been DBS cleared will not be left alone with any child.
- Regular volunteers will sign in on the daily register; casual volunteers will sign in the visitor's book.
- Regular volunteers will be counted in the provision's child: staff ratio however we shall ensure there is at least two full members of staff on duty, at least one of whom holds an appropriate qualification.
- Volunteers will be treated and respected as part of the team.
- Volunteers will abide by the settings policies and procedures.
- The opinion and input of volunteers will be respected and valued.
- Pillarwood Farm Pre-School will make all efforts to offer free training to volunteers.
- Volunteers will follow the staff induction procedure.
- All volunteers will be subject to the DBS criteria.



### **Disciplinary procedure**

- Pillarwood Farm Pre-school and Children's Woodland Adventures views any breach of discipline as extremely serious. Those involved with or responsible for breaches will be subject to disciplinary proceedings at an appropriate level and could result in summary dismissal on the grounds of misconduct.
- Pillarwood Farm Pre-school and Children's Woodland Adventures requires rules and procedures to be complied with to ensure a good relationship between employees and their managers. It is hoped that there will be no need to use the disciplinary procedure. However, should such action be deemed necessary, the procedure laid down below should allow all relevant issues to be dealt with fairly and reasonably.
- Employees will only be disciplined or dismissed after the manager has confirmed the decision to take disciplinary action with the management committee/owner.
- An attempt should first be made to resolve the problem informally.

Where a letter of complaint is given, you are entitled to 7 days' notice of any disciplinary hearing. You will have the right to attend the hearing and to reply to the complaint.

The statutory procedure, which is set out in full in schedule 2 of the Employment Act 2002, can be summarised as follows: The following stages apply:

- Step 1 the employee will be notified in writing of the alleged complaint - in terms of performance or conduct; and the basis for the allegations will be set out; the employee will be invited to a meeting to discuss the matter.
- Step 2 A meeting will be held to discuss to discuss the basis of the complaint - the employee has the right to be accompanied by a work colleague or union representative. The employee will be advised of the decision and the right to appeal.
- Step 3 an appeal meeting will be held (if the employee wishes to appeal) at which the employee has the right to be accompanied (as above) - the employee will be advised of the final decision.

Unless the complaint is dismissed Pillarwood Farm Pre-school and Children's Woodland Adventures will give you written notice as detailed above.

### **Verbal warning**

- The employee will be interviewed by their immediate line-manager and given an opportunity to explain their case.





- The employee will be given advice and help if possible and, if a disciplinary warning is deemed to be necessary, a verbal warning will be given and a record of this will be kept on the individual's personal file and will not be considered 'spent' until twelve months have elapsed.
- This warning will detail the reason, the expected improvements, and the time scales within which the improvement should occur, and the names of the persons present during the meeting.
- Your manager will report any verbal warnings to the management.

#### **First written warning**

- The employee will be interviewed by the manager concerned and given an opportunity to explain their case. Managers will have discussed their intended course of action with the management committee/owner before proceeding.
- If a disciplinary warning is deemed to be necessary, a first written warning will be given and a record of this will be kept on the individual's personal file and will not be considered spent until twelve months have elapsed.
- This warning will detail the reason, the expected improvements, and the time scale within which the improvements should occur, and the names of the persons present during the meeting.

#### **Final written warning**

- The employee will be interviewed by the manager concerned and given an opportunity to explain their case. Managers will have discussed their intended course of action with the management committee/owner before proceeding.
- If a disciplinary warning is deemed to be necessary, a final written warning will be given and a record of this will be kept on the individual's personal file and will not be considered 'spent' until twelve months have elapsed.
- This warning will detail the reason, expected improvements, the time scales within which the improvements should occur, and the names of the persons present during the meeting.
- The warning will also confirm that further breaches of discipline may lead to termination of employment.

#### **Dismissal**

- Any proposal for dismissal will be initially considered and approved by the management committee/owner.



- The manager accompanied by the owner, chair or one other member of the management committee will interview the employee and give them the opportunity to explain their case and respond to any charges made.
- If the proposal to dismiss is endorsed, the management committee/owner will serve notice of termination of employment on the employee.
- In cases of gross misconduct, such as physical violence, theft, improper personal behaviour, malicious damage to property or similar offences, employees may be summarily dismissed without notice and without issuing warnings as detailed above.
- Pillarwood Farm Pre-school and Children's Woodland Adventures reserves the right to use or omit any steps in the procedure should it consider it appropriate and also reserves the right to have a flexible yet fair standard of disciplining employees if required.
- All employees have the right to be represented by a fellow employee or union representative at any disciplinary/dismissal meeting.

### **Safeguarding children**

Where an allegation of child abuse is made against a member of staff that causes concern, or that they have behaved in a way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, we will:

- Cooperate fully with any enquiry.
- Detailed records will be taken.
- The setting disciplinary procedure will be followed where necessary.
- Ofsted will be informed.
- We will contact the Local Authority Designated Officer for managing allegations through the Local Safeguarding Children's Board Customer Services Centre (Tel. 01522 782111).
- The setting may have to inform the DBS regarding any allegations.
- Suspension will not be an automatic response to an allegation, but we will need to consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and the setting.



- If the allegation is of a serious nature then the management/owner/committee will decide if the employee should be suspended on pay, whilst investigations are being made.
- Where a member of staff leaves our employment during an investigation or is dismissed as a consequence of an allegation being upheld a referral will be made to the Disclosure and Barring Service (DBS). Referral guidance and form:<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

### **Grievance procedure**

The following procedure applies should a member of staff or management have a grievance with a colleague. There is no definition for a grievance and only an individual can determine whether or not they feel aggrieved.

All staff have a right of appeal if they think they have been unfairly treated.

Staff with a grievance should first inform their immediate line-manager, if that person is not the subject of the grievance, or the next higher level.

If the grievance is not satisfactorily dealt with at the first formal stage, staff should raise a formal appeal against the outcome of the first stage by putting their grievance in writing to the Chair of the management committee or owner.

Pillarwood Farm Pre-school and Children's Woodland Adventures) encourages in the first instance to try and resolve the problem informally with the person with whom you have the grievance. If the issue cannot be resolved informally, staff should raise a formal grievance with their immediate line-manager (not involved in the grievance), the following stages apply:

- Stage One:

If the matter is not resolved informally, the matter should be raised in writing with your supervisor. (If the grievance is with the supervisor you should refer to stage two of the grievance procedure).

The supervisor will deal with your grievance as quickly as possible and normally you should expect to receive a verbal and written response within 7 days.

- Stage Two:

If the matter is not resolved at stage one or the grievance is about the supervisor, the matter should be raised in writing with the Chair of the management committee or the owner. You should expect to receive a written and verbal response within 7 days.



- Stage Three:

If the matter has not been resolved at stage two you have the right to raise the matter with the whole committee or owner. To do this you must inform the chair of the management committee or owner in writing that this is your intention and formally request that your grievance is brought to the attention of the management.

A full meeting of the management committee or owners will then take place within 28 days of receiving your written request. The grievance will be considered along with any supporting documentation submitted and any other relevant information/evidence brought to the attention of the chair/manager or owner during the course of stage one and two. You will be given the opportunity to present your grievance at this meeting and you have the right to be supported at the meeting by a work colleague or union representative, although you will not be able to remain during any deliberations that may take place following your presentation. You should expect to receive a written response within 7 days.

This policy has been adopted by Pillarwood Farm Pre-school and Children's Woodland Adventures

Signed on behalf of the setting by:

..... Manager/Owner

Reviewed date: March 2024 .....Reviewed date: March 2025 .....

Review due: March 2026 .....



## Staffing and Recruitment Guide

### Staff Recruitment Guide

As part of the Statutory Framework for the Early Year's Foundation Stage 3.9; providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.

This document will guide you through the process of developing an effective recruitment and selection procedure which will help you to identify the most suitable people for your provision.

### Advertising

Once a vacancy arises it is essential to plan by identifying who should be involved in the recruitment process, assigning responsibilities and setting a timeline that takes into consideration notice periods.

When preparing an advert, the following needs to be included:

- Details of the post including post title.
- Aim of post.
- The relevant skills, qualifications and experience that is required.
- A statement confirming that the post is subject to an enhanced DBS check and suitable references.
- Closing date and interview date.
- Details of how to apply, and contact details.

The advert should be in line with your equal opportunities policy and if space allows should contain a statement on equality.

***NB: Please note that the Equality Act 2010 now prohibits an employer from asking if a potential employee has a disability until they have offered them a post.***

Advertising locations might include:

- Job Centre Plus - free
- Local post office and shop - low cost
- Local press and village magazines



- Local radio
- National press
- Specialised publications
- Local job search organisations and websites
- Local community groups and centres
- Local employment initiatives
- Internet

### **Preparing Job Descriptions, Person Specifications and Application Forms**

As part of the process, job descriptions, person specifications and any previous adverts should be reviewed and amended before being included in the application pack. Careful forward planning will help prevent unwanted applications and support successful recruitment.

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### **Job descriptions**

These should clearly state:

- Title and aim of the post.
- The main roles and responsibilities of the post including any line management arrangements.
- The individual's responsibility for promoting and safeguarding the welfare of the children.
- Reference to an enhanced DBS check.

### **Person specification**

This can be a part of the Job description and should include:

- Qualifications and experience.
- The competences and qualities that the successful candidate should be able to demonstrate.

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- Any other requirements needed to perform the role.

An up to date job description and person specification should be included in the application pack.

### **The application forms**

In accordance with equality of opportunity and safer recruitment, a curriculum vitae and covering letter should not be accepted as part of the application process. An appropriate application form should be sent to all applicants.

An application form should contain:

- Full personal details including any other names used.
- Date of birth.
- Current address.
- National insurance number.
- Details of academic and vocational qualifications including awarding body and dates.
- Full employment history, including any part time and voluntary posts including start and end dates. It is important that space is allowed to record reasons for leaving employment and include explanations for gaps in their employment history.
- Contact details of two referees. One referee should be the applicants' most recent employer. It should be made clear that references will not be accepted from relatives or friends.
- A statement should also be included stating that the post is exempt from the Rehabilitation of Offender's Act 1974 and asking the applicant to declare any convictions whether spent or unspent.
- A large space should be allowed for the applicant to detail his/her personal qualities and experience that are relevant to the position and how he/she meets the person specification.
- If applicants are not a citizen of the European Union, a work permit is required; a box indicating that the applicant has a permit is needed. Permits must be checked.
- The applicant should sign to say that the information detailed above is true and correct and that they are not disqualified from working with children or subject to sanctions imposed by a regulatory body. *(Anyone on the Disclosure and Barring Service's (DBS) barred list is committing an offence if they apply for a post in regulated activity. The setting would need to inform the DBS of any such applications via the referral process:<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>)*

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□ It is a good idea to ask about the applicants' current notice period or availability for work.

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*(A sample of a job description and application form can be downloaded from the Birth to Five Service website as guidance).*

### **Short listing for interview**

All members of the selection panel (preferably 3 interviewers) should be involved in the short-listing and interviewing process. One person alone should not interview candidates and there should not be more than five on the panel. All of the selection panel have equal status in the decision making throughout the recruitment process.

The selection panel should include representation of those who will work closest with the post holder, for example, the manager or line-manager, a committee member or the owner. Children can also be included if appropriate (see section below).

### **Shortlisting**

□ Study all the application forms.

□ Identify those which match your person specification, which you will have reviewed as part of the recruitment process.

□ Start looking at the essential attributes including qualifications, knowledge and experience.

□ As part of the short-listing process you should check all qualifications listed on the application form against the Teaching Agency's early year's qualification finder, to satisfy yourself that they are full and relevant as advised in the EYFS.

<https://www.education.gov.uk/eypqd/qualification-search.aspx>

□ Eliminate those whose qualifications are not full and relevant unless you have time for the individual to access the recommended top-up training to bring their qualification up to date. Record the reasons for eliminating anyone at this stage.

□ If your application form is well designed your task will not be too difficult.

□ Those that meet all of the essential criteria should be invited for interview.

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- If there is a high volume of applicants meeting the essential criteria, you may wish to only interview those that meet both the essential and desirable criteria.
- Invitations to interview should be confirmed formally by letter - ensure that it is requested on the letter that they bring along to the interview their original qualification and training certificates and two forms of identification one of which is photographic.
- Those not successful at interview should be informed of your decision.
- If there are no suitable applicants re-advertise the post until you get the strong candidate that your setting requires.

### **Involving children in the process**

Involving children in the selection process is becoming more common and is seen as good practice. Within a setting you may invite the short-listed candidates into the setting to engage with the children and perhaps ask them to prepare an interactive activity which will show the level of skills and competencies they have in relation to the role they are applying for.

When involving children in the selection process care must be taken to consider risks and the provider should implement strategies to minimise them.

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### **Interviews**

A face to face interview should always take place even if there is only one candidate and it should assess the merits of each candidate against the job requirements and the questions posed.

A copy of the documents used to verify the candidate's identity and qualifications must be kept for their personal file and destroyed if not successful in line with Data Protection.

Tips for interview preparation:

- Organise the interviews to be held over one day, if possible.
- Agree a procedure/plan with the interviewing panel.
- Have a set of questions that are relevant to the job description and person specification so that they assist the panel in ascertaining the suitability of the candidate for the post.



- Review the application forms, ascertaining the issues to be explored with each candidate and who on the panel will ask about each of those.
- Have somewhere for each candidate to wait, prior to an interview.
- Arranging the interview room - take care with the heating, lighting and seating arrangements.
- Remove any obstructions from the desk and surrounding areas in order to maintain good eye contact, do you need a desk - if not, move it or sit at the side.
- Ensure that there are no interruptions during the interview; it is not fair on the candidate.
- Let the candidates know if there are any delays.

#### **During the interview:**

- One member of the panel should chair the interview throughout, introducing the other members of the panel to the interviewee leading and concluding the process.
- Start the interview with a short summary of the position available including hours of work and perhaps at this stage including details of wages if not included in advert and any annual leave entitlement.
- Each member of the panel should have a copy of the questions to record all feedback and scores individually.
  
- Allow an equal amount of time for each candidate. The panel may wish to discuss and score the candidate's interview performance at the end of each interview, if so, ensure that enough time is factored in to do this. Equally the panel may prefer not to discuss and score the merits of each candidate until everyone has been interviewed.
- If there are discrepancies between the details provided on the application form and details provided by the referees, if received, ask supplementary questions.
- Give the opportunity for the applicant to ask any questions that they would like to.
- Give the candidate details of any possible start date and remind them that the position is subject to an enhanced DBS check, satisfactory references and a health declaration if applicable.



### **Selection of new staff**

The successful candidate should be contacted first. Until the successful candidate confirms, inform only those who will definitely not be offered the job. Unsuccessful candidates should be offered feedback on their interview. If the successful candidate accepts the job, then proceed to let the others know immediately.

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If the first choice does not accept to the post you may then offer it to your second-choice candidate (with the next highest score), if there is one.

Once the successful candidate accepts the position, a letter confirming the offer can be sent, however the letter must make it clear that the offer of employment is subject to suitable references, a satisfactory enhanced DBS check and the successful completion of the probationary period.

### **References**

All requests for references should seek objective verifiable information and not subjective opinion. A reference should seek to establish, for example:

- Verification of the date of employment, title and role with employer.
- Reason for leaving their employment.
- Their suitability for caring for children and their rapport with children.
- Did they complete their duties and responsibilities satisfactorily?
- An evaluation of the applicant's ability to perform the tasks as described in the job description and person specification.
- Was the applicant punctual and were there any issues with absenteeism?
- Were they subject to any previous disciplinary action or involved in any on-going performance management process?
- Did the applicant get along well with peers, managers and parents?
- Is there anything else that needs to be taken into consideration before employing this applicant?



References should always be sought directly from the referee, do not rely on references or testimonials provided by the candidate or an open reference, for example, 'To whom it may concern', as references such as these are unlikely to contain adverse comments. It is helpful to attach a copy of the job description and person specification to the letter requesting the reference.

Once received the reference should be scrutinised, so that issues or concerns raised can be explored further with the referee and if need be taken up with the candidate. If any questions have not been answered or they are vague, the referee should be telephoned and asked to provide more details. You should also check that information provided by the referee is consistent with that provided by the applicant.

### **Induction**

An induction should be planned for all new members of staff whether paid or voluntary. This should include an effective process to record all induction with dates and signatures.

Providers should be mindful that some paperwork needs to be completed prior to any new member of staff starting employment. These include:

- Enhanced DBS check.
- Two satisfactory references.
- Health checks (if applicable).
- Staff personal record sheet.

If the enhanced DBS check has not been returned by the time the new employee starts work, then a written risk assessment should be undertaken detailing how the employer will ensure that the employee is adequately supervised at all times.

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It is good practice to assign a mentor to any new employee to help guide them through the working practices of the setting, although any supervision will reflect the level of previous experience, qualifications and post held. The purpose of an induction is to:

- Provide training and information about the setting's policies and procedures, in particular fire safety, child protection, equality of opportunity, fire evacuation, health & safety, confidentiality and first aid.



- Confirm the conduct expected of staff and volunteers.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the person's line manager or mentor to recognise any concerns or issues about a person's ability or suitability at the start and address them immediately.
- Identify any training needs.
- Introduction to the setting's appraisal and supervision system.
- Provide the individual with a copy of the staff handbook and issue the written statement of employment particulars.

*(An example of an induction policy and induction plan can be found on Birth to Five website).*

When new employees start they will need to give you their P45, you will also need their bank details dependent on payment arrangements (name, branch, sort code, account number) and also their national insurance number. They will also need to fill in a staff information sheet, detailing, home address, emergency contact details and any medical needs.

The induction process should include regular one to one meeting with the new employee to confirm that he/she has settled well and to provide an opportunity to discuss any issues.

Once the probationary period has ended, the new employee should be notified of their satisfactory probationary period and permanent appointment. They will then be subject to the setting's staff appraisal/supervision system and receive regular one to one support and an annual appraisal in accordance with the EYFS 2012.

On some occasions it may be necessary to extend the probationary period by a further period of time, in these circumstances' providers should follow guidelines set out by ACAS.

If the probationary period has been unsuccessful and a thorough induction and support process has been implemented, a provider is able to dismiss the employee. It is important in these circumstances that the provider has followed the correct procedures with regard induction, support and training. Further support can be found at [www.acas.org.uk](http://www.acas.org.uk)



## Volunteer Agreement

This agreement is between Pillarwood Farm Pre-school and Children's Woodland Adventures and you the volunteer in relation to your voluntary work.

### Section 1

<b>Pillarwood Farm Pre-school and Children's Woodland Adventures</b>
<b>We accept the voluntary service of:</b>
<b>Commencing from:</b>

Your role as a volunteer is to work alongside the staff, helping children in the activities they choose to undertake. This work is designed to increase the adult/child ratios in a session, thus giving each child the benefit of more individual attention.

Please note:

- Volunteers under the age of 17 will not be counted in ratios and will be supervised at all times.
- Volunteers aged 17 and over who are undertaking a long-term placement, may be included in ratios only when we are satisfied that they are competent enough to be unsupervised.
- All volunteers will be DBS checked.
- The needs of the children are paramount, and volunteers will not be included into ratio numbers if that hinders the essential work of the provision.



**We commit to the following:**

#### **Induction and training**

- To provide thorough induction on the work practices of (insert setting name), its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role. The volunteers' handbook provides full details on the organisation.

#### **Supervision, support and flexibility**

- To define our expectations for high quality provision, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work.
- To provide a personal supervisor who will meet with you regularly to discuss role and any associated problems.
- To do our best to help you develop in your volunteering role with us.
- To be flexible in how we use you're volunteering.
- Provide professional development opportunities (as agreed).

#### **Expenses**

- To reimburse expenses incurred by you in doing your voluntary work in accordance with the procedures set out in the staff handbook.
- Health and safety
- To provide adequate training and feedback in support of our health and safety policy.

#### **Insurance**

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.



### Equal Opportunities

- To ensure that all volunteers are treated in accordance with our equal opportunities policy.

### Concerns or issues

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties that may arise while you are volunteering with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the volunteer agreement and volunteer policy and procedure.

### Section 2

..... I agree to be a volunteer with Pillarwood Farm Pre-school and Children's Woodland Adventures

I commit to the following:

- To help the childcare provider fulfil its commitment to the care of children during its sessions.
- To perform my volunteering role to the best of my ability.
- To adhere to the organisation's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers, parents and children.
- To maintain the confidential information of the organisation and of its users.
- To meet agreed time commitments and standards.
- To provide reasonable notice so that alternative arrangements can be made in my absence.
- To provide names of referees and to agree to a DBS check being undertaken.

My agreed voluntary time commitment is: (From ... to ... )





This agreement is binding; honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Title of voluntary role:

Agreed to by (print name) \_\_\_\_\_

(Volunteer) (Setting)

Signature: \_\_\_\_\_

(Volunteer) (Setting)

Date: \_\_\_\_\_



**Staff Record Sheet**

Personal Details	
Full Name:	Title:
Address:	
Postcode:	

Telephone Number:		Mobile:	
Date of Birth:		N.I. Number:	
Ethnic Origin:		Religion:	
Email:			
Health conditions, allergies and medication information:			
DBS number, date issued name of company issued:			
<b>Doctors Details:</b>			
Full Name:		Telephone:	
Address:			

Postcode:	

<b>Emergency contact (next of kin):</b>	<b>Relationship:</b>	
<b>Full Name:</b>		
<b>Telephone:</b>		
<b>Mobile:</b>		

<b>Emergency contact (2<sup>nd</sup> contact):</b>	<b>Relationship:</b>	
<b>Full Name:</b>		
<b>Telephone:</b>		
<b>Mobile:</b>		

<b>Date of commencement of work</b>						
<b>Continuous service (if applicable)</b>						
<b>Date of volunteering or placement:</b>						
<b>Date references received:</b>	<b>First:</b>			<b>Second:</b>		
<b>Reference Suitable:</b>	<b>Yes</b>		<b>No</b>		<b>Yes</b>	<b>No</b>
<b>If no record action taken:</b>						
<b>Vehicle details:</b>						
<b>Insurance certificate (copy held) if applicable</b>						

<b>MOT (copy held)</b>	
<b>Driving licence number:</b>	





Mandatory Training Required				
Training Completed	Date Completed	Training Provider	Renewal Date:	Copy on File
First Aid:				
Basic food hygiene:				
Safeguarding level 1				
Safeguarding level 2				
Behaviour Management				



### Safeguarding Concern Form

Any concerns for any child's welfare and safety should be recorded on this form. The form should only be completed by the safeguarding lead within the setting. Once complete this record should be kept separately and securely from the child's main records with restricted access in line with confidentiality. All concerns should be raised and discussed with the Customer Service Centre at LSCB on 01522 782111 within appropriate time frames.

<b>Child's Full Name</b>	
<b>Child's Date of Birth</b>	
<b>Child's Full Address (including postcode)</b>	
<b>Name of child's parents/carers</b>	1)  2)
<b>Date and time of safeguarding concern, including day of the week.</b>	
<b>Nature of the safeguarding concern</b>	





<b>Customer Service Centre (CSC)</b>	
<b>Name of person you spoke to at CSC</b>	
<b>Signature of person completing this form</b>	
<b>Date</b>	
<b>Any further concerns for this child or continuing issues should be logged on a separate form</b>	



## Staff Placement Policy

Pillarwood Farm Pre-school and Children's Woodland Adventures recognises that the quality and variety of work which takes place in a childcare setting makes it an ideal place for students to gain work experience or training. We aim to provide an environment in which students on placement will, under the guidance of a skilled staff team, experience quality practice.

- Students under the age of 17 will not be counted in ratios and will be supervised at all times.
- Students aged 17 and over who are undertaking a long-term placement, may be included in ratio's only when we are satisfied that they are competent enough to be unsupervised. All students will be DBS checked through the college before commencing placement.
- We recognise that the needs of the children are paramount, and students will not be included into ratio numbers if that hinders the essential work of the provision.
- We will ensure that students are confirmed by their tutor as being engaged in a childcare course which provides necessary background understanding of children's development and activities.
- We will provide the student with full information about the role and responsibilities within the setting during their time with us.
- We will ensure students are known and introduced to parents and carers.
- We will carry out a thorough induction with all students before they embark upon their placement.
- We will provide the student with a staff mentor.
- We will ensure all students are supervised.
- We will ensure that students who are required to conduct child observations obtain written permission from the parents of the child.



- We will ensure that all students adhere to our confidentiality policy both on and off duty and are aware of their responsibilities under the Data Protection Act 1998.
- We will provide a termly and final review of a student placement between the staff mentor, manager of the setting, student and student tutor to ensure all needs are being or have been met.
- We will liaise regularly with the school/college and provide feedback on the placement.

Signed on behalf of the setting by:

..... Manager/Owner

Reviewed date: March 2024 .....Reviewed date: March 2025.....

Review due: March 2026 .....