

# EMPLOYMENT POLICY

## SHIPLAKE VILLAGE NURSERY 2019



**Approved by:**

The Governors of Shiplake CofE  
School and Shiplake Village Nursery

**Date:** 11 February 2019

**Last reviewed on:**

11 February 2019

**Next review due by:**

11 February 2020

We meet the safeguarding and welfare requirements of the Early years Foundation stage, ensuring that our staff and volunteers are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring service (DBS) in accordance with the statutory requirements.

We work towards offering equality of opportunity by using non discriminatory procedures for staff recruitment and selection.

All staff have job descriptions, which set out their roles and responsibilities.

Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion and belief, sexual orientation, sex, age, marriage or civil partnership.

We follow the requirements of the EYFS and Ofsted guidance on checking the suitability of all staff and volunteers who will have contact with the children. This will include references and ensuring they have an enhanced DBS check. This is in accordance with the safeguarding vulnerable children act 2006 and protection of freedoms Act 2012 for the vetting and barring scheme.

We keep records relating to the staff and volunteers we employ. DBS certificates will be checked and the numbers recorded. We require these are kept up to date and they sign up to the new update service.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.

Where we become aware of any relevant information that may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of the children. In the event of disqualification, that person's employment with us will be terminated.

We notify Ofsted of any changes to the registered person and the manager.

Our manager and deputy a level 3 qualification in childcare or above. We provide regular CPD training. All staff are provided with an induction. We support the staff with regular supervisions.

If a member of staff is taking medication, which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication will be stored safely within the setting.

If we suspect a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for the children. They will not be allowed to work directly with children and further action will be taken.

Staff take their holiday when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this will be agreed with the manager giving sufficient notice.

Where staff are unwell and take sick leave, we will organise cover to ensure ratios are maintained. Sick leave will be monitored and action taken where necessary with the individual's contract of employment.

Staff must contact the manager to notify them of sickness at the earliest possible opportunity. Manager will contact Shiplake CofE School for staffing cover, where staff are not available the Manager will arrange for supply staff from an outside agency.