



Smalley Pre-school Employment Policy

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF
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Policy statement

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 statutory requirements.

Procedures

Vetting and staff selection

- 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.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, or marriage or civil partnership. Applicants will not be placed at a disadvantage by imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list checks through the DBS before employment. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 for the vetting and barring scheme.
- Where an individual is subscribed to the DBS Update Service, we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to the employment of our staff and volunteers, in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- We require that all staff and volunteers keep their DBS checks up to date by subscribing to the DBS Update Service throughout the duration of their employment.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children – whether received before or at any time during their employment.

- We obtain consent from staff and volunteers to carry out ongoing status checks of the Update Service to establish that their DBS certificate is up to date for the duration of their employment.
- 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 children. In the event of disqualification, that person's employment with us will be terminated.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person (the committee and its members) and/or our manager.

Training and staff development

- Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification, and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all staff – whether paid staff or volunteers – through the Early Years Alliance and external agencies.
- Our budget allocates resources to training.
- We provide staff with induction training in the first two weeks of their employment. This induction includes the Health and Safety Policy, the Safeguarding and Child Protection Policy, and the Looked After Children Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication that may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Our staff take their holiday breaks 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 is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.

- Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:
 1. Where appropriate and ratios are already covered, we would ask committee members to work in the first instance.
 2. We would call upon bank staff registered with us.
 3. We would use a recruitment agency.
- Where staff absences are at such a level that ratios cannot be maintained and the above contingencies measures have proven unsuccessful, the pre-school would consider temporarily reducing pupil numbers or closing the setting.

Further guidance

[Recruiting Early Years Staff](#) (Early Years Alliance)


[People Management in the Early Years](#) (Early Years Alliance)

[Early Years Foundation Stage Statutory Framework for Group and School-based Providers](#) (DfE, 2025)

[Keeping Children Safe in Education](#) (DfE, 2025)

[Equality Act 2010](#)

This policy was adopted by Smalley Pre-school

On	16.01.26
Date to be reviewed	16.01.27
Signed on behalf of the provider	
Name of signatory	Joanne Rothwell
Role of signatory (e.g. chair, director or owner)	Chair of the Committee