



## Employment of Suitable People Policy

Little Bicks meets the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

### What we aim to do

Little Bicks is committed to providing high-quality care for the children. Our primary concern is the safety and welfare of the children and every member of staff is suitable for his or her role and responsibilities.

Employees have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained.

### How we will achieve this

#### Recruitment

- When recruiting suitable staff, we advertise the position(s) in (a local paper/local college/Job Centre/social media).
- We draw up a job description, which details the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting.
- We ask applicants to complete an application form, giving details of their qualifications, and experience, in childcare.
- We hold interviews for applicants who provide a satisfactory written application.
- We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (not photocopies).
- We ask applicants to provide 2 written referees who can confirm their recent experience of working with children if possible. These referees will be contacted before any formal contract is given.
- We check that applicants know and understand the requirements of the EYFS, taking into account the role and responsibilities of the post.

- We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.
- We check that they are fully understand the legislation regarding Disclosure and Barring Service and that they clearly respect and consider the importance of having to personally become registered on it as a safeguarding issue. [SEP]

## Offers

Once we have chosen a successful candidate we send the prospective member of staff a written offer for the position. [SEP]

All offers are subject to a suitable DBS check.

## Training and qualifications

- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We offer a period of induction, probation period (3 months) to all new staff, students and volunteers.
- For new members of staff a review with the manager will be held 6 weeks after their start date. At the end of their probation period there is a formal review held with the manager.
- A qualified, experienced member of staff acts as a supervisor and mentor to all students and volunteers.
- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- We support the work of our 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.



Date policy was reviewed	March 2021
This policy is due for review before	March 2022