

## Employment

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### Employment Requirements

- We work to the following staff ratio:
  - children aged 2 years of age: 1 adult : 4 children
  - children aged 3 to 4 years of age: 1 adult: 8 children
- Our staff are appropriately qualified and we carry out DBS checks in accordance with statutory requirements and require all employees to sign up to the update service.
- We are an equal opportunities employer and actively promote a diverse workforce that values people for their differences.

### Safe Recruitment Procedure

We make clear to all applicants that an Enhanced DBS and reference checks will be carried out on successful candidates and volunteers. Our staff application form asks whether the candidate has any criminal convictions or disclosures, giving them the chance to inform us before DBS checks are carried out. Details of disclosures can be submitted in an envelope marked 'confidential' and will only be opened should the candidate be acceptable.

Suitable candidates are assessed against the job description and personal specification. Any gaps identified on the application form are questioned at the interview. Interviewees are also informed on the next steps and when to expect to hear an outcome. A record of the interview is kept.

Successful candidates are offered conditional contracts, relevant to their job description and includes their safeguarding responsibilities.

Contracts are conditional to:

- Proof of Identity and eligibility to work in the UK validation
- Satisfactory references
- Qualification check
- An Enhanced DBS check and registration to the DBS subscription service. DBS update service checks are then carried out termly.

- Ongoing suitability checks
- Probation of 3 months (we reserve the right to extend this if we deem necessary)

We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check. We inform Ofsted of any changes in the person responsible for Panda Nursery.

### **Induction, Probation and ongoing Supervision**

All new staff members and volunteers will follow our Staff Induction Plan to raise awareness of operational issues, policies and procedures. All new starters are on probation for 3 months after which they have a review meeting with management. Annual appraisals and training development plans are put in place for all members of staff. Staff have regular 1to1 Supervision chats with management to discuss areas of support, review progress and carry out safeguarding checks. Appraisals are conducted annually.

### **Training, support and development**

Health assessments are carried out for each employee to ensure they are fit and suitable to work. This also enables us to ensure we are adequately supporting all our staff.

We support all employees with their long term development plan. We also contractually ask them to undertake at least one training course a year and support any employee wishing to take a qualification. Training may be with outside providers, in house or at staff meetings.

### **Volunteers and Students**

We welcome volunteers, placement and work experience students. All are adequately supervised and go through the induction process when they start with us. They are expected to follow all our policies and procedures. Students under 18 are not counted in our ratios. Students requesting to conduct child studies will obtain written permission from the parents of the child to be studied.

### **Contractors**

Occasionally Panda Nursery uses contractors to provide services for the Nursery. All contractors will be subject to the same pre-appointment checks as staff members. They are expected to share Panda Nursery's commitment to Safeguarding Children, follow our code of conduct and sign our confidentiality agreement.

## Managing staff absences and contingency plans for emergencies

Panda staff are not permitted to take their holiday breaks during term time. Where staff may need to take time off for any reason other than sick leave, this is agreed with the Director with sufficient notice and cover is arranged. Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. Sickness is record and monitored.

This policy was adopted on: December 2010

Last reviewed: March 2020

Date to be reviewed: March 2021

Signed on behalf of Panda Nursery:

A handwritten signature in black ink, appearing to read 'Alison Thompson', written over a horizontal line.

Alison Thompson - Director