



## Maeda Gakuen

### Safeguarding & Welfare: Recruitment

#### Policy statement

We meet 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 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 staff 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 marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- ♣ We obtain 2 references and DBS checks through the Criminal Records Bureau for staff and volunteers who will have access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- ♣ 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.
- ♣ Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before or at any time during their employment with us. If we find that they have not disclosed relevant details which subsequently appear on their DBS checks we reserve the right to dismiss any member of staff immediately.

#### Changes to staff

- ♣ We inform Ofsted of any changes in the person responsible for our setting, i.e. Manager and Nominated Person

#### Training and staff development

- ♣ Our setting leader holds a Level 7 (PGCE Qualification) and deputies hold the Japanese Qualified Teacher Status (equivalent to Level 3 Diploma in Pre-school Practice in the UK) and the majority of our staff hold the Japanese Qualified Teacher Status (equivalent to Level 3 Certificate in Pre-school Practice in the UK). We encourage and support all staff to achieve an appropriate qualification.
- ♣ We provide regular in-house training to all staff - whether paid staff or volunteers - through the Council or private training companies.
- ♣ Our setting budget allocates resources to training.
- ♣ 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 also be made available.
- ♣ We support the work of our staff by holding regular staff 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 which 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 work with children our disciplinary procedures will be implemented.

### Managing staff absences and contingency plans for emergencies

♣ Managers organise staff annual leave so that ratios are not compromised.

♣ 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 staff are required to attend a 'back to work' meeting.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.