

Suitable people

Providers must ensure that people looking after children, or having unsupervised access to them, are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children are suitable.

Safe recruitment

Equal Opportunities statement for recruitment of staff/volunteers

Recruitment

The playgroup will strive by recruitment to ensure that the staffing levels reflect the community it serves. All vacancies will be advertised as widely as budgets allow. Every effort will be made to ensure a representative balance on the selection group and all members of the group will be committed to equal opportunities practice as set out in this statement.

Sedgeberrow playgroup will undertake the following into consideration when recruiting and making decisions of suitability using evidence from;

The Committee and management team are responsible for

- DBS (replaces the CRB)
- References
- Full employment history
- Qualifications
- Interviews
- Identity checks
- And any other checks undertaken, for example medical suitability.
- Any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children must be declared. Any of the pre mentioned convictions must be reported during recruitment and during employment immediately on receiving.

Ofsted will be notified of;

- Any proposal to change the hours of opening
- Any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with children on the premises to look after children.
- Any change in committee or staff members.

Application forms will not include questions which potentially discriminate against the grounds specified in the inclusion policy.

At interview no questions will be posed which potentially discriminate against the grounds specified in the inclusion policy. At interview all candidates will be asked the same questions, and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process.

Candidates will be given the opportunity to discuss the reasons why they were not successful.

Staff

All staff are expected to co-operate with the implementation, monitoring and improvement of this statement and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory. All staff are expected to participate in equal opportunities training.

Training

The playgroup recognizes the importance of training as a key factor in the implementation of an effective inclusion Policy. The playgroup will strive towards equal opportunity training for all staff.

Student placement Policy

Statement of intent

This playgroup recognises that qualifications and training make an important contribution to the quality of the care and education provided by playgroup settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training, including those studying for the CACHE level 2 Certificate in Pre-School Practice and CACHE level 3 Diploma in Pre-School Practice and NVQ 2 or 3 in childcare and education.

Aim

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

- **Methods**

We require students to meet the 'suitable person' requirements of Ofsted.

- We require schools placing students under the age of 17 years with the playgroup to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our playgroup on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may

be counted in our staffing ratios provided we consider them to be competent.

- Students placed for a period of more than 2 weeks must complete a DBS check.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our playgroup is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the playgroup.
- We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of children's development and activities.
- We occasionally accept students from local schools and colleges on work experience.

Adults looking after children must have appropriate qualifications and training

All managers and supervisors must hold a full and relevant level 3 qualification and half of all other staff must hold a full and relevant level 2 qualification (as defined by the children's workforce and development council).

Training is available for all staff to attend.

Staffing arrangements must be organised to ensure the safety and to meet the needs of the children.

- Adult child ratios must be adhered to at all times, 1 adult to 8 children 3 – 5 years, 1 adult to 4 children 2 – 3 years.
- In the absence of the manager a named deputy is able to take charge of the playgroup.
- Children are supervised at all times.
- In event of staff illness committee members with DBS disclosures will be called on to help the other staff, and to keep adult child ratio.

This policy was adopted by: Sedgeberrow Playgroup	Date: 20.02.2015
To be reviewed: 31.08.2022	Signed: C.Malin

Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare.*