



Staff, volunteers and students' procedures

Employment and Training

The Enchanted Wood Day Nursery Ltd meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that all of our staff members 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.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff members 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 disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance when checking the suitability of all staff members 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(s) check through the DBS. 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.
- Any employees or volunteers employed will be required to keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us. All employees or volunteers who are not on the update service will be required to do this when their DBS is

due for renewal (maximum every three years) They will then be required to keep their DBS checks up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us. It is a staff member's duty to ensure this is updated annually with the up to date bank details. Failure to do so will require team members to pay for a new DBS so they can re-register.

- Staff members 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.
- We obtain consent from our staff members and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us.
- Where we become aware of any relevant information which 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.
- All staff members complete a Staff Disqualification Declaration form, this document also includes all adults living in the staff members household.

Training and Development

- We provide regular in-service training to all staff - whether paid staff members or volunteers - through the Pre-school Learning Alliance and other external agencies.
- Our Nursery 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 be introduced within our induction plan and are available on the Nursery website and the Family App.
- 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.