

Busy Bees Playgroup Personnel Policy

(Cross reference to Committee Policy, Child Protection Policy, Confidentiality Policy, Staff Behaviour Policy, Equality of Opportunities and Diversity Policy, Staff Supervision Policy, Safe Recruitment Policy, Key Person and Partnership with Parents/Carers Policy, Health and Safety Policy)

Busy Bees Playgroup strives to employ suitable, professional and dedicated staff. We follow our Recruitment procedures to select the most suitable applicant and endeavour to maintain successful working relationships with all staff members. A clear Person Specification and Job Description ensure that all staff know what is expected of them in their day to day work with the children and other team members.

Suitability to work with children

All staff, volunteers and students who have direct contact with the children, will be vetted to ensure they are suitable to work with children, and will be included in our Single Central Record. The Trustees of the Management Committee will be required to complete a satisfactory enhanced DBS check, and complete and submit an EY2 form to Ofsted. We will record the details of all members of the Committee on our Single Central Record and submit an EY3 form to Ofsted with details of the current Committee members. As part of the appraisal process, all staff members must complete a 'Suitable Person Declaration', stating that they have not been cautioned for, or convicted of certain violent or sexual criminal offences against adults and any offences against children; they are not the subject of an Order, direction or similar in respect of childcare, including orders made in respect of their own children, that they have not had registration refused or cancelled in relation to childcare of children's homes or have been disqualified from private fostering; and that they do not live in the same household where another person who is disqualified lives or works. This means that the householder has an order, restriction, conviction, caution etc. set out in the Legislation. It is accepted that staff may not necessarily know this information – the declaration requires them to answer, "to the best of their knowledge". If a member of staff makes a disclosure, we will contact Ofsted as soon as possible or within 14 days of us becoming aware and provide them with full details of any order, conviction or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006. A disqualified person can apply to Ofsted for a waiver. Ofsted may grant a full or partial waiver, including a waiver that would allow an individual to work in a relevant school setting. Whilst a waiver application is under consideration the individual must not continue to work at Busy Bees. Where a waiver is not granted, the employee will need to be dismissed unless redeployment options are available. All staff are required to keep their DBS upto date on the government online DBS systems annually.

Staff taking medicine or any other substances

Any member of staff (or volunteer) who is (or appears to be) under the influence of alcohol or any other substance which may affect their ability to care for children will be sent home. Staff taking medication should inform the Manager and Chair Person and only work directly with children after seeking medical advice and a thorough Risk Assessment being carried out. The Manager will require evidence of this before the staff member is able to work directly with children, and a Health Questionnaire will be completed. If any staff member brings medication to work, it must be kept out of the reach of children at all times. Staff may be requested to have medical checks to ensure that they have a good general state of mental and physical health to cope with the demands of caring for young children.

Staff Induction

All new staff members will receive a full induction into Busy Bees Playgroup from the Manager to help them fulfil their Job Description. This includes:

- A tour of the building and where items are stored
- Health and safety matters, Risk Assessments and health and safety at work legislation.
- Food hygiene rules and practices
- Equality of Opportunities and Diversity Policy
- Child Protection issues and their responsibility for recognising and reporting suspected abuse and who the DSL is.
- Our delivery of the EYFS and their individual responsibilities within the team and to the children and parents/carers.
- Reading, understanding and agreeing to the Busy Bees Policies and Procedures
- Discussions about staff behaviour conduct and 'whistle blowing'.
- Confidentiality and GDPR

New staff will receive monitoring, supervision and mentoring by a more experienced member of the team until they are able to fulfil the requirements of their Job Description. Regular Staff Supervision meetings are scheduled to give support and direction, which are held at least once a term, but more frequently if required, with the Manager or Group Leader. A mid probation period review is held after around 3 months, giving feedback on performance and agreeing an action plan of how to improve their work performance, or what support will be given to help them further develop in their role. After a successful 6-month probationary period, a full contract of employment will be issued. If performance issues still arise, Busy Bees reserve the right to terminate employment.