



friends on the hill staffing policy

policy statement

our club believes that all of its staff who have regular contact with children should be suitable, have appropriate qualifications, have received all necessary training and passed all relevant checks. friends on the hill will make appropriate notifications to relevant authorities where necessary and ensure relevant records are kept

1 hiring

- 1.1 the following checks and requirements must be successfully completed as part of the process for hiring new staff and before staff are permitted to work with children
 - 1.1.1
 - an enhanced criminal records check (including checks in any country in which the staff member has previously lived or worked for more than a year in the past 10 years)
 - 1.1.2
 - an enhanced disclosure barring service (DBS) check is required. during this check it will ask for 3 original identity documents. once friends on the hill becomes Ofsted registered, the DBS must be no more than 3 months old at the point of hiring
 - 1.1.3
 - a check that the staff member has not been previously disqualified from registration under the Childcare Act 2006
 - 1.1.4
 - proof of identification (either current driving licence, passport, or full birth certificate)
- 1.2 staff members are required to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting)
- 1.3 management must take appropriate steps to verify qualifications including in cases where physical evidence can't be produced
- 1.4 management must follow their legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
- 1.5 staff members must have sufficient understanding and use of english

to ensure the well-being of children in their care. this includes the ability to:

- keep records in English.
- liaise with other agencies in English.
- summon emergency help.
- understand instructions. such as those regarding the safety of medicines or food hygiene

1.6 friends on the hill will retain all information related to the application and interview notes for 3 months after which the information will be deleted.

1.7 staff will receive an induction on joining the setting. this will cover information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.

2. notifications & referrals

2.1 if a staff member is dismissed (or would have been if they had not left the setting first) because they have either harmed a child or put a child at risk of harm, management will make a referral to the disclosure and barring service

2.2 management must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an example of a significant event

2.3 notification should generally be made within 14 days of being made aware of any significant event

2.4 if management becomes aware of a notifiable event they must take appropriate steps to ensure the safety of children in their care

3 staff records

3.1 management will record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).

3.2 staff records will be kept for six years after the end of employment in accordance with the Chartered Institute of Personnel and Development (CIPD) policy