11. EMPLOYMENT

Policy statement

At ASK we meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers 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.

Staff are deployed to meet the care and learning needs of children and ensure their safety and well-being. There are effective systems in place to ensure that adults looking after children are suitable to do so.

Procedures

- Recruitment checks meet the requirements of the EYFS.
- All staff and volunteers who work more than occasionally with the children have enhanced DBS disclosure checks. If any caution or convictions appear or are disclosed, then the DfE statutory guidance is followed.
- All staff and volunteers working with children have appropriate training, skills, and knowledge.
- All staff, students, and volunteers are deployed in accordance with the procedures.
- There is a complaints procedure and staff and volunteers know how to complain and who they complain to.
- There is a whistleblowing procedure for all staff, students, and volunteers to raise any concerns they may have.
- Parents/carers are involved with their children's learning and their views are considered.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Provider/Owner and/or our manager, and/or changes to the ASK's name or address.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All our members of staff have job descriptions, which set out their 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 on checking the suitability of all staff 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.
- During our recruitment process we explore candidate use of spoken and written English allowing us to meet the standards of the EYFS.
- Staff must have the relevant qualifications, training and have passed any required checks to fulfil their roles. We will take the appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced.
- All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.
- 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.
- We keep all records relating to the employment of our staff and volunteers, in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- We require that all our staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.
- The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK.

- All members of our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that are not eligible for 'filtering' by the disclosure and baring service (DBS), which may affect their suitability to work with children – whether received before, or at any time during, their employment with us. For more information please follow this link https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide
- We obtain consent from our staff 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.
- In regards to what is disclosed on an Enhanced DBS certificate, the following rules were updated on 28th November 2020. Warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate and the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.
- Where we become aware of any relevant information that 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.

Training and staff development

- Our manager holds qualified Early Years Teacher Status (PGCE - Level 7). Managers appointed on or after 1 January 2024 must have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position.
- Our deputy manager holds an approved Level 3 qualification and is capable and qualified to take charge in the manager's absence.
- At least half of our other staff members hold at least a Level 2 qualification.
- Managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum.
- To count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English.
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through the local authority and external agencies.
- Our budget allocates resources to training.

- We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- 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.

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. Our 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 our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Our members of staff take their holiday breaks when ASK is closed during half term holidays and during school holidays. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our registered provider/owner with sufficient notice.
- Where our 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 action is taken where necessary, in accordance with the individual's contract of employment.
- We have contingency plans to cover staff absences, as follows:
  - Wherever possible, we will endeavour to use one of our bank staff members. If they are not available, we will use supply staff provided to us through an agency

Recruitment Checks - Obtaining references

As part of our commitment to safer recruitment, ASK will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:

- Our application process requires candidates to supply us with the contact details of a suitable referee from:
  - Their current employer, training provider or early years education and care setting
  - A senior person within the organisation who is authorised to provide a reference
- If the applicant is not currently employed, or is not currently working with children we will:
  - Obtain verification of the applicants most recent relevant employment if they are not currently employed
  - Obtain a reference from the applicants most recent relevant employer from the last time they worked with children
- If the applicant has never worked with children we will obtain a reference from their current employer, training provider, or education setting.
- We do not accept references from the following
  - Family members
  - A generic reference i.e. 'to whom it may concern'.

Further guidance

Early years qualification requirements and standards - GOV.UK (www.gov.uk)

This policy was adopted by:	ASK Kindergarten & Clubs
On:	May 15, 2026
Date to be reviewed:	May 15, 2027
Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider