



Staffing and Employment Policy

A high adult to child ratio is essential in providing good quality pre-school care.

At Polesden Lacey Playschool:

- We have at least one member of staff to each eight children (this is increased to a one to four ratio in the case of 2 ½ year olds).
- We work towards an Equal Opportunities Employment Policy, within the framework of the provisions of our Safeguarding Children Policy.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We comply fully with the Disclosing and Barring Service (DBS) and as they recommend, have policy statements on “Recruitment of Ex-offenders” and the “Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information” (attached as Appendix 1 and 2 respectively)
- Except in exceptional circumstances, at least two qualified staff (at Level 3) are present at each session.
- At least one member of staff at each session is First Aid trained.
- Staff are encouraged to attend regular in-service training courses. Any training needs are identified at staff appraisals.
- We support the work of our staff by means of regular monitoring and appraisals.
- All staff have contracts of employment.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children’s progress and any difficulties.



Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 3rd July 2006 and signed by Rowena Wilson on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
19 th October 2009	Hayley Hamilton
14 th January 2013	Nichola Hooper, Chair of the Committee
9 th June 2014	Alison Harding, Chair of the Committee
19 th January 2017	Natasha Matthews, Chair of the Committee
29 th November 2018	Natasha Matthews, Chair of the Committee
23 rd February 2022	Ellie Pragnell, Chair of the Committee



Appendix 1 - Policy Statement, Recruitment of Ex Offenders

As an organisation using the Disclosing and Barring Service (DBS) to assess applicants' suitability for positions of trust, Polesden Lacey Playschool complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Polesden Lacey Playschool is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.

This written policy on recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent and skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to a designated person at Polesden Lacey Playschool and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Polesden Lacey Playschool to ask questions about individuals entire criminal records, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Polesden Lacey Playschool who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.



At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working at Polesden Lacey Playschool. This will depend on the nature of the position and the circumstances and background of the offences.



Appendix 2- Policy Statement, Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

As an organisation using the Disclosing and Barring Service (DBS) to assess applicants' suitability for positions of trust, Polesden Lacey Playschool complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and will show this written policy to those who wish to see it on request.

Storage and Access

Disclosure information will be kept securely, in lockable, non-portable storage containers with access strictly controlled and limited to those on the Playschool Personnel Sub-Committee and the Playschool Supervisor.

Handling

In accordance with Section 124 of the Police Act of 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.



Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy of the representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.