



NOAH'S ARK NURSERY SCHOOLS

Suitable People Policy

Rationale

All adults working in Noah's Ark are committed to providing high-quality care for the children. Our primary concern is the safety and welfare of the children and that every member of staff is suitable for his or her role and responsibilities. Employees have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained.

Implementation of the policy in Noah's Ark

The senior management team ensures that:

- parents are aware of the policy for recruiting suitable persons to work in Noah's Ark.
- all the adults who care for the children understand the EYFS Welfare Requirements
- any adults providing care have childcare qualifications and experience relevant to their roles within Noah's Ark.
- appropriate ratios of qualified staff work at each setting.
- staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in childcare. This will include drawing up and implementing an action plan to develop the skill base of staff.
- the safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work in Noah's Ark. Adults employed to work in Noah's Ark are vetted for their suitability to work with children in accordance with the Protection of Children Act and the Ofsted requirements (see Recruitment Policy).
- any adults who have not been checked will be accompanied by a member of staff at all times. This includes all visitors, suppliers and entertainers. Students and volunteers working in Noah's Ark will be supervised at all times.
- all adults working in Noah's Ark are physically and mentally fit to care for children.
- the care provided for the children in Noah's Ark is consistent, safe and meets the particular needs of individuals.

The Head Teacher:

- holds a relevant childcare qualification (of at least a full and relevant Level 3 standard) which enables him or her to carry out the role competently.
- has at least two years experience of working in an early years setting, or at least two years of other suitable experience in caring for children.
- is responsible for the everyday management of Noah's Ark and ensures they meet the welfare and learning requirements of the EYFS.
- ensures that all staff, students and volunteers have a clear understanding of their roles and responsibilities at Noah's Ark and that they behave in accordance with them.

Staffing arrangements:

- Noah's Ark ensures they meet the adult: child ratios as set out in the EYFS Statutory Framework. We have 1 adult for each 8 children over 3 years old, and 1 adult for each 4 children under 3 years old.
- ratios are adjusted accordingly if any adults are undertaking preparation, planning and assessment, during breaks and are out of the classroom/not interacting directly with the children.
- there is a named deputy at each Noah's Ark who is able to take charge in the absence of the Head Teacher.
- where there are staff absences or emergencies we put in place contingency arrangements, such as drawing on a pool of suitable cover staff, re-grouping the children or re-organising the room or activities. Our priority in such circumstances is consistency of care for all the children.

Recruiting suitable staff

Recruitment:

- When recruiting suitable staff, we advertise the position(s) in a choice of a local paper, The Times Educational Supplement, church newspapers, local church notice boards and through our own school and church community.
- We draw up a job description, which details the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting.
- We ask applicants to complete an application form, giving details of their qualifications, and experience, in childcare.
- We hold interviews for applicants who provide a satisfactory written application.
- We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (**not photocopies**).

- We ask applicants to provide at least 2 referees who can confirm their recent experience of working with children. These referees will be contacted before any interview takes place.

Through the interview process:

- We check that applicants know and understand the requirements of the EYFS, taking into account the role and responsibilities of the post.
- We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.
- We check that applicants have a sound knowledge and understanding of the Early Years Foundation Stage curriculum.
- We ask applicants to state how they would actively support the Christian ethos of Noah's Ark.

Offers:

- We carry out checks to ensure the suitability of prospective staff through appropriate procedures (see Recruitment Policy).
- Once we have chosen a successful candidate we send the prospective member of staff a written offer for the position.

Students and volunteers

- A qualified member of staff supervises all the students and volunteers working in Noah's Ark.

Training and qualifications

- We offer a period of induction to all new staff to help them understand how the setting operates and their role within it. This includes matters such as evacuation procedures and child protection and health and safety issues.
- A qualified, experienced member of staff acts as a supervisor and mentor to all students and volunteers.
- We offer an ongoing programme of training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
 - A staff appraisal scheme is currently being developed so that employees have regular opportunities to discuss their individual training needs with the Head of Noah's Ark Nursery Schools.
- **See the 'Recruitment Policy'.**

Annette Miller

January 2009

Reviewed and Revised January 2011

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

Signed :

Mr Charlie Colchester

Chairman of the Board of Governors