

## 6.2 Professional Standards, Employment and Learning Policy

### Policy statement

At Perins Pre-School, we meet the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS). We value our staff highly and believe that professional development is essential for the delivery of high-quality learning. This policy ensures that staff are appropriately qualified, act as positive role models and are supported through a culture of continuous improvement. We abide by all the legal requirements relating to safer recruitment and the Equality Act 2010

### Employment and Recruitment

We work towards offering equality of opportunity by using non-discriminatory procedures for recruitment.

Roles:

- All our staff have a job description which sets out their roles and responsibilities
- We welcome applications from all sections of the community. Applications will be considered based on their suitability for the post, regardless of disability, gender, pregnancy and maternity, race, religion or belief, sexual orientation or age.

Suitability checks:

- We follow the requirements of the EYFS 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 that they have a satisfactory enhanced DBS check.
- We keep all records relating to the employment of our staff and volunteers.
- Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Disqualification:

- 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.

Reporting:

- We will inform Ofsted of any changes to our nominated person, trustee, our provision and our manager.

### Professional Standards

We take the safety and welfare of our children and staff seriously. Staff are expected to act as positive role models at times. We will ensure that any changes to staff behaviours or ways of working are closely monitored, discussed, and supported to ensure all children are safeguarded throughout their time here. Staff are required to adhere to the Vita Multi Academy Trust's Code of conduct.

### Expected behaviour

- Put our children first, their safety, welfare and ongoing development is the most important part of their role.
- Work as part of the wider team, cohesively and openly.
- Be aware of their requirements under the EYFS Statutory Framework and the pre-school policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development.
- React appropriately to any safeguarding concerns quickly and concisely in accordance with the pre-school/Local authority procedures and training received.
- Not share any confidential information relating to the children or families using the facility.
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional.
- Adhere to all policies and procedures, ensuring that staff are not breaching any aspect of any policy or procedure.
- Report to management immediately any changes in their personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication, any social service involvement with their own children.

## Monitoring behaviour

- Have regular supervisions with all staff in which ongoing suitability will be monitored and recorded.
- Have a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues.
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding children and child protection policy and employment policy.

Some behaviours that may cause concern and will be investigated further:

- Change in moods.
- Sudden change in religious beliefs/cultural beliefs (may be a sign of radicalisation)
- Changes in the way of acting towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.)
- Secretive behaviours.
- Missing shifts, calling in sick more often, coming in late,
- Standards in work slipping.
- Extreme changes in appearance.

## Learning and Development

At Perins pre-school, we value our staff highly. We believe that ongoing personal and professional development is essential for the delivery of high-quality learning and development opportunities for children in their early years.

The overall quality of our pre-school is underpinned by our staff having the appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities. We ensure that staff are qualified to level 3 or above in childcare and education. We ensure that any manager appointed after 4 January 2024 hold a level 2 maths qualification, or they achieve one within two years of starting in the position. All staff are paediatric first aid trained.

- We encourage staff to contribute ideas for change within the pre-school and hold regular staff meetings to develop these ideas
- We encourage staff to further their experience and knowledge by attending relevant external training courses
- We provide regular in-house training for the staff to meet the needs of the pre-school
- We promote a positive learning culture within the pre-school
- We provide new staff members with an induction
- We offer ongoing support and guidance

This policy was adopted on

22<sup>nd</sup> April 2026

Date to be reviewed

22<sup>nd</sup> April 2027

Signed on behalf of the provider

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager