



## EMPLOYMENT AND SUITABILITY

### NEXT LEVEL SPORTS STATEMENT

NLS ensure we provide appropriate staffing to enable sufficient individual attention and to guarantee care and education of the highest of quality. NLS staff are appropriately qualified and we carry out checks for Disclosure and Barring service.

### PROCEDURES

#### RATIOS

- To meet this aim we use the following ratios of adult to children:
- Children aged three to eight years : 1 adult to .... children
- Children aged eight and over: 1 adult to .... children

#### VETTING AND STAFF SELECTION

- We work towards offering equality of opportunities by using non-discriminatory procedures for staff recruitment and selection
- All staff have job descriptions which set out their staff roles and responsibilities
- NLS welcome applications from all members of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, culture, religious belief, ethnic origin or sexual orientation.
- NLS will follow the guidance for safer recruitment from Nottinghamshire county council.
- Before selecting a candidate, we will rigorously check:
  - Application form must be included.
  - Short listing candidate- experience, qualifications past working history, information received on application form.
  - Set interviews against the criteria of NLS expectations.
  - Specific questions will be asked at the interview to check the candidate's suitability.
  - Practical task/activity for the children - observed/supervised at all times.
  - Previous employment history and experience will be check.

#### INTERVIEW/SELECTION PROCESS

- Selection techniques will be determined by nature and duties of vacant post, but all vacancies will require an interview
- Interviews will always be face to face. Telephone interviews may be used to shortlist but are not suitable for appointment.
- Candidates will be required to supply NLS with the following information before appointed by NLS:
- Explain satisfactorily any gaps in employment
- To explain any anomalies or discrepancies in the information available to NLS.
- To declare any information that is likely to appear on a Disclosure and Barring service
- Disclosure that may affect their suitability to work with children.

#### THE SUCCESSFUL CANDIDATE

- Will have to provide identity and evidence, references, original qualifications most been seen by Scott and Luke and any further checks feels necessary.
- The successful candidate will have to complete an enhanced Disclosure and Barring application. NLS checks the disclosure and considers whether it contains any information that would suggest the person was unsuitable for the position, before and individual starts work with children.
- Where a potential or existing employee has subscribed to the online DBS update service NLS will check the status of the disclosure. Where the check identifies there has been a change to the disclosure details, a new enhanced DBS disclosure is applied for.
- NLS will seek consent by the staff member before accessing the DBS update service.
- An enhanced criminal records check will be undertaken in respect of every person aged 16 and over including unsupervised volunteers and supervised volunteers.



- NLS will undertake additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad.
- NLS WILL NOT allow staff whose suitability has not been checked or awaiting verification to have unsupervised contact with children in the care of NLS.
- An offer of appointment will be conditional upon the successful outcome of 9-10 above
- The member of staff is 17yrs of age or above and ensure to ensure all the checks that are stated above have been followed.
- NLS keep all records relating to employment and staff qualifications, identity checks and vetting processes that have been completed. NLS will also hold The disclosure and Barring reference numbers, the date of disclosure was obtained and details of who obtained it. All documents are kept for 6mnths before being destroyed.

### STAFF TAKING MEDICATION AND HEALTH DECLARATION AND SUITABILITY

NLS takes very seriously the suitability of all staff both physically and mentally to fulfil their role in caring for children:

- Any member of staff under the influence of alcohol or any other substance which affects their ability to care for the children will result in them asking to leave the setting and possible disciplinary action.
- All staff must complete a health declaration (see in staff files) ensuring they are in good health and in the instance where staff taking medication it isn't impairing their ability to do so.
- All medication on the premises must be labelled and stored securely and out the reach of the children.
- The responsibility to disclose any medication/health issues is of the employee and further questioned if necessary by the manager. A new health Dec is then needed.
- Reviewed at staff reviews.

### DISQUALIFICATION

NLS has robust procedures in place to ensure the safety of the children at all times. If in the event NLS become aware of relevant information which may lead to disqualification of an employee, NLS will act as followed:

- Take immediate action to ensure the safety of all children, notify Luke or Scott – Directors.
- In the event of a member of staff being disqualified, NLS will terminate the employee contract immediately.
- NLS will not allow people whose suitability has not been checked.
- Where an employer becomes aware of relevant information that may lead to disqualification of an employee, NLS will take appropriate action.
- NLS will contact LADO immediately and at least within 24 hours.
  - Details of any order, conviction, or other ground for disqualification from the registration under regulations made under section 75 of the childcare ACT2006
  - The date of the order, conviction, or the date when the other group for disqualified arose
  - The body or court which made the order, conviction and the sentence.
- Disqualification will be completed by the employer before employment and must be signed by Luke or Scott. It is the responsibility of the employee to disclosure any changes in their circumstances.
- Staff suitability will be discussed at each staff review.
- NLS will also meet their responsibility under the safeguarding vulnerable group act 2006.

### STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS

NLS prides itself in creating a provision that offers continuous professional development for all staff. Ensuring we have vast of experience and expertise throughout all provisions we work in.

- At least One member of staff with full Emergency First Aid- will be on site at all times. The certificate must be for a full course and consistent with the criteria attached and renewed every three years.
- Full induction training in the first week of employment. This induction includes:
- Health and Safety Policy and Procedures
- Child protection policy and procedures
- Designated staff roles including: Safeguarding officer, Health and Safety officer, Equal opportunity officer, Behaviour Management officer.



- Fire procedure
- Highlight any training opportunities
- Staff reviews and supervision are carried out every 6/8 weeks they provide opportunities for
- Discussion of any issues- particular concerning children's development or well- being, including child protection concerns
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Internal training programme to all staff are delivered to embed policies and Procedures.

## CONFIDENTIALITY

Staff have a right to privacy, as do children, parents/carers. Personal details should not be discussed except in exceptional circumstances.

Staff will not talk about individuals incidents of the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiry to be past to Luke or Scott.

Further details can be found in the documentation and information policy.

Staff are to attend safeguarding training at the earliest possible stage.

No member of staff or volunteers that have been convicted of an offence or have been subject of an order that disqualifies them from registration under regulations made under schedule 9A of the children' Act 1989. Criminal records to be update every three years.