



Employment Policy

Woodpeckers Preschool CIO aims to offer children an 'outstanding' level of care and education through partnerships with parents and outside agencies. We aim to deliver this service to our families through the recruitment of highly-qualified practitioners, continued professional development of practitioners and high adult-child ratios.

Staff selection

Woodpeckers Preschool CIO is committed to recruiting, appointing and employing staff in accordance with relevant legislation and best practice.

The pre-school follows the CWDC's 12 steps to Safer Recruitment.

- The Preschool aims to offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- 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.
- All preschool vacancies are advertised through advertisements in local newspapers, the Children's Centre and local colleges.
- All applications are sent an application form letter which includes an application form, job description, person specification and information about the setting.
- The application form questions applicant's suitability to work with children asking them to declare any convictions and/or cautions they may have as well as court orders which may disqualify them from working with children or affect their suitability to do so. Applications will also be asked to disclose whether anyone living in their household is disqualified from working with children.
- A scoring system is used to short list candidates, and shorted listed candidates will be asked to attend an interview panel consisting of at least one senior member of staff and the Chair of the committee.
- Short listed applicants would also be asked to work a trial session at the pre-school (shadowed by another member of staff).
- At the interview, they will be asked to provide proof of qualifications and identity (ie passport, driving licence, etc). Unsuccessful short listed candidates are notified by letter.
- Successful applicants will receive a written job offer letter and will be asked to write to confirm their acceptance of the position. Once suitability checks (Medical Checks, Enhanced DBS checks, References) have been carried out, a start date will be agreed.
- All new employees will be provided with job descriptions, contracts and a copy of the setting's disciplinary procedure. All new employees will receive induction training in the first week of employment. This induction includes our Health and Safety policy, Safeguarding



Policies and Confidentiality Policy. All other policies and procedures will be introduced within an induction plan.

- All new positions are subject to a term's probationary period.
- Unsuccessful interview applicants are informed in writing; explanations for non employment will be given only if requested.
- Records of interviews and all questions will be kept for a minimum of three months as this is the time in which any appeals on discrimination grounds are normally considered.

Vetting

- We use Ofsted guidance on obtaining references and enhanced Barring and Disclosure (DBS) checks for staff and regular volunteers who have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme. DBS's are reviewed every three years.
- All staff and regular volunteers will be asked to complete medical suitability questionnaires, and these will be reviewed annually at staff appraisals/supervision meetings.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
- Staff are required to disclose anyone living in their household disqualified from working with children. This would automatically disqualify them from working in our setting.

Disqualification

- Where we become aware of any relevant information which 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.
- The Committee ensure we meet our responsibilities under Section 35 of Safeguarding Vulnerable Groups Act 2006. This includes the duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

Changes to staff

- The Supervisor is an individual appointed by the registered person (the Committee) as the 'person in charge' of providing early years provision on the premises. If the Supervisor leaves Woodpeckers Preschool CIO, the Committee must inform Ofsted within 14 days that a new Supervisor has been appointed. In the Supervisor's absence, the Deputy Supervisor is the named 'person in charge'.

Temporary Staff and students

- All temporary staff/supply staff employed directly by the setting must have the usual recruitment checks listed above.
- Where staff are employed from an agency, the agency must give the setting written confirmation that all recruitment checks have been undertaken, including Children's barred



list in the event of 'regulated activities'. This must include a written confirmation from the agency that a DBS check has been carried out within the last 12 months to show that person is suitable/fit.

- This information is recorded by the setting in our Central Records file.

Training and Staff Development

- All practitioners must have must have the appropriate qualifications, training, skills and knowledge.

The Statutory Framework for the Early Years Foundation Stage (2025 section 3.44) states that:

In settings on the early years register, the manager of the setting must hold an approved qualification at level 3 or above and at least half of all other staff must hold at least an approved level 2 qualification²⁹. An approved qualification is defined by the Department for Education as meeting the criteria set out in the [Early Years Qualification Requirements and Standards](#) document. Approved qualifications are published on the Early Years Qualifications List ('EYQL') on GOV.UK³⁰ except, as outlined in paragraphs 1.11 and 1.16 of the Early Years Qualification Requirements and Standards document, those which are not individually listed on the EYQL but count as approved qualifications if they meet certain criteria. Managers appointed on or after 4 January 2024 must have already achieved a suitable level 2 qualification in maths³¹ or must do so within two years of starting in the position. This also applies to existing managers moving to a new managerial role

. Managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum. Managers should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified³³ to take charge in the manager's absence.

- Staff are encouraged to continue their own professional development to improve their knowledge and qualification levels, and training requirements are reviewed annually at annual appraisals.
- We require all staff to attend paediatric first aid courses every three years and child protection courses every three years with annual updates.
- All staff should give six week's notice of termination of their employment.

This policy was adopted on 10th March 2013 and will be reviewed annually.

Signed *Steven White*
Steven White (Chairperson)
Trustee of Woodpeckers Preschool CIO
26th August 2025