

Home-grown in Malvern **Staff Employment Policy**

In order to ensure the children who attend the setting are cared for safely and responsibly, the following procedures are carried out when employing new members of staff:

1. References are directly taken up with referees in writing, to check out any “gaps” in their employment history.
2. All staff have current enhanced DBS disclosures.
3. Ofsted are notified of any changes to my setting regarding new members of staff.
4. Wherever possible, we seek to employ people already known to us personally, to ensure they are best suited to childcare within the setting.
5. Wherever possible we seek to employ staff members with relevant qualifications in order to maintain a high level of care for the children who attend the setting.
6. Staff are encouraged to train to develop their skills in professional childcare.
7. All new staff are given an induction whereby policy documents and procedures are read through and discussed.

Signed:

Date Reviewed: