



Get up and Go! (Gateshead) CIC

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Event of staff illness Policy

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Written and updated by	Gina Backhouse
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Introduction

As an Ofsted registered childcare provider we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy to ensure that all staff employed by Get up and Go! (Gateshead) CIC are suitable to work with children.

In group settings, the manager must hold at least a full and relevant level 3 qualification and at least half of all other staff must hold at least a full and relevant level 2 qualification. The manager 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 qualified to take charge in the manager's absence.

Policy

The suitability checks we undergo for every member of staff includes checking that their DBS certification is up to date. Permanent members of staff will be required to sign up to the DBS update service which allows regular checks and automatic updates should any incidents occur. The job application process requires the candidate to provide all previous employment, any training and qualifications that may be relevant to the post. We require two references for each member of staff, including their last position. We also ask for applicants to disclose any relevant reasons that may affect their suitability to work with children, including convictions. We also ask for the same information about their partner or other adults living at their home address. We also require knowledge of any medication they may be on that may affect their ability to work with children.

We require at least one member of staff on the premises to hold a paediatric first aid certificate and we require all permanent staff to have a current child protection certificate. We also require any staff who will be handling food to hold a food hygiene certificate.

Procedure

In the event that either the manager or deputy manager are unable to work, the other person will cover those sessions. In the event that both the deputy and manager are unable to work, we have a system in place where a qualified person with a current DBS certificate will cover those sessions. To ensure that we always have a qualified first-aider on site, we have liaised with the school and have contact details for a member of staff who is willing to be on site during our opening hours.

If either the manager or deputy become ill during the session, then another member of staff should raise the alarm within school, and the staff have agreed to step in and support the out of school club until a

permanent replacement is made available. A sensible child may be sent to request help from a member of the school teaching staff. **The children should not be left unattended.**

Conclusion

We will ensure that all staff are suitable people to care for children. We will ensure that first aid, child protection and food hygiene certificates are renewed within the three-year period. All staff will have the relevant suitability checks including DBS and proof of checks will be kept on record. Staff DBS update checks will also be done. We have put in place a back-up system in the event of staff illness.

Signed _____ (Director and registered person)

Date _____

Signed _____ (Director and registered person)

Date _____

