

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.



3.5 Competency

Policy statement

The primary aim of Foundry Lane Community Playgroup's Competency Policy & Procedure is to ensure that all employees are given the necessary help and training to allow them to reach expected standards of job performance.

This procedure will be the responsibility of the Playgroup Manager who will also specifically ensure that:

- Necessary training and instruction has been given to the employee;
- The standard of work required has been carefully explained and that the employee is clear as to what is required;
- A reasonable time has subsequently been provided to facilitate improvement.

It may be necessary to proceed straight to the formal process for some more extreme aspects of staff performance but the Management Committee recognises that there may be instances when unsatisfactory work performance by an employee should, in the first instance, more appropriately be dealt with informally. The Competency Procedure is therefore designed to provide a fair and effective process to enable management to respond to unsatisfactory performance by an employee at work.

Informal Process (action by Playgroup Manager)

When the Playgroup Manager considers that action should be taken under the Competency Procedure to encourage an employee to improve, an informal discussion with the employee should take place. This will draw attention to the particular areas of dissatisfaction, hear explanations or statements made by the employee and discuss ways and means of improvement.

- The line manager should keep a record of all interviews with the employee, starting with a note of the date, time and explanation (if any) provided at the first informal meeting.
- Where the problem identified is due to temporary personal problems such as those associated with family problems, depression, medication, etc. every attempt will be made by the Playgroup to help the employee overcome these, where possible.
- If at any stage the employee's explanation is accepted but, after a reasonable period of time, sufficient improvement has not resulted, the Procedure should be recommenced.
- Where the reason identified is lack of necessary skills, the employee should be given whatever training is appropriate to help him/her reach the required standard. At this point the Management Committee will be informed of the situation but will not be involved directly unless the employee requests intervention.
- Following the initial discussion, appropriate arrangements will be made to supervise and monitor the employee's continuing performance, usually by the employee's immediate line manager, with the employee being expected to co-operate in this monitoring process.

- Should this process fail to produce improvement, the employee concerned will be advised accordingly and will receive an informal warning.
- If at any stage the employee's performance improves to an acceptable level, s/he should be told of this, in writing, and encouraged to sustain it.

Formal Process

If, after allowing a reasonable time for improvement and having taken all reasonable measures to help the employee, the line manager considers that the employee has failed to achieve a satisfactory level of performance, the matter will be formally referred by letter to the Management Committee.

In consultation with the Preschool Learning Alliance and the Law Panel, the Management Committee shall conduct an investigation including information gathering and interviews with staff.

A panel will be convened to formally lay charges before the employee. This panel will be made up of members of the Management Committee and, where appropriate, the Playgroup Manager. The employee will be encouraged to elect a representative to give support during the process. This representative may be from a trade union or mediation body and may make notes and ask questions. All parties at this hearing will have five days to consider and agree on the written record of the proceedings.

The Management Committee will consider all information gained and formally decide to uphold or dismiss charges. If upheld, the employee will be required to attend a Disciplinary Hearing. The Management Committee will then notify the employee of any sanction and/or action to be taken.

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| This policy was adopted at a meeting of | Foundry Lane Community Playgroup Management Committee |
| Held On | 05/01/12 |
| To be reviewed | Annually |
| Signed for and on behalf of Foundry Lane Community Playgroup Management Committee | |
| Name of Signatory | V. Whybrew |
| Role of Signatory | Chairperson |

| Review Date | Reviewed By (Name) | Role | Signed |
|-------------|--------------------|-------------|--------|
| 05/01/12 | V. Whybrew | Chairperson | |
| 19/06/12 | B. Angel | Chairperson | |
| 28.02.13 | B. Angel | Chairperson | |
| 31.01.15 | C. Carstairs | Treasurer | |
| 18.01.16 | A. Andrade | Chair | |
| 31.01.17 | J. Tanner | Chair | |
| 23.01.18 | J. Tanner | Chair | |
| 14.03.19 | J. Stephens | Chair | |
| 12.03.2020 | J. Stephens | Chair | |
| 12.02.2021 | J. Stephens | Chairperson | |
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