



## **Qualifications and Registration of Employees**

### **Purpose of Policy**

To ensure that the setting meets the requirements of the Regulation of Care (Scotland) Act 2001 and ensure that all staff are qualified and registered to work with children under the age of 16 years.

### **Who is Responsible?**

It is the responsibility of the Nursery Manager to ensure that all staff including themselves, are in possession of or working towards a recognised qualification in childcare that will enable them to register with the Scottish Social Services Council.

All childcare workers are required to apply for SSSC registration within six months of taking up employment within the sector. It is the Manager's responsibility to ensure all new staff complete their SSSC registration within this time.

### **How will the policy be implemented?**

- All staff are asked to provide copies of their qualification certificates at interview
- All staff are required and be willing to work towards a recognised qualification (if not in possession of one already) in order that they can register with the SSSC
- All staff are required to register with the SSSC within the required timescales set down by the SSSC (6 months of taking up employment within the sector)
- All staff have a CPD folder and are required to go on monthly in-house training and external training to develop their knowledge and skills within childcare.
- All relevant staff (with no previous childcare qualifications) will be required to undertake relevant qualifications to develop their career further and meet with the SSSC registration
- Staff are required to abide by the regulations set down in the SSSC code of conduct at all times, copies of this are available to all staff members

### **Registration**

It is staff's responsibility to ensure that they pay their yearly registration fees to remain registered with the SSSC. Failing to remain on the register will result in instant dismissal from the nursery. The Nursery Manager will remind all staff a month prior to when their renewal date is due to ensure that staff are aware and have the adequate funds for their registration renewal.