



Suitable People Policy

January 2018

All adults working in our nursery are committed to providing high-quality care and learning. **Bidborough Village Nursery School** recognises that high quality childcare and early education provision is dependent on the input of a professional, well qualified, highly motivated staff team. To achieve this, we believe it is important to recruit individuals with different skills and experience from a variety of different backgrounds. Adults employed to work in our nursery are vetted for their suitability to work with children in accordance with the Protection of Children Act and the DfES requirements.

Introduction

We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the Disclosure and Barring Service (DBS). This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

We fully subscribe to the principle of equality of opportunity and do not discriminate in employment practices. Our primary concern is the safety and welfare of the children and every member of staff is suitable for his or her role and responsibilities. Employees have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained.

Aim

- to promote the welfare of the children in our care, in line with the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage
- to ensure all people working with children are suitable to do so
- to ensure all people working with children are qualified to do so
- to follow a consistent and fair recruitment procedure every time we recruit a new member to our team

Staff

- All our staff have job descriptions, which set out their roles and responsibilities
- Staff will sign a disclosure form to declare, whether received before or during their employment, all convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- Staff information forms are kept in a secure place within the Early Years building.

- **An enhanced Disclosure and Barring Service (DBS) check will be obtained in respect of every person aged 16 and over who works directly with the children or who works on the premises.**
- All staff involved at present in Early Years has suitable qualifications, and/or is experienced working with young children and understands the Early Years' Policies.
- Records demonstrating staff suitability, including the unique reference number of DBS check and the date they were obtained will be kept in the Staff Information File that is kept in a secure place and in strict confidence. They will only be available to those who have a right or professional need to see this information.
- All new staff will receive training on how to safeguard children in their care
- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- We use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the registered person
- All members of staff are responsible for notifying the manager in person should any circumstance arise that may affect their suitability to work with children. This includes health concerns or incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale.
- OFSTED must also be informed of any factors that might affect their suitability to work with children.
- Details of the names, addresses and telephone numbers of all staff and other persons who are regularly in unsupervised contact with children are kept on the premises.
- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- If a member of staff is taking medication, which may affect their ability to care for children, we ensure that they seek further medical advice. Our staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.
- Where our staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
- We have contingency plans to cover staff absences.

Students and volunteers

- If volunteers or students wish to gain experience in our setting, we would follow normal school procedures – have recommendations from school/college, Head/Deputy Head will meet the person to explain procedures and other areas e.g. confidentiality.
- The person would not be allowed to be on their own with the children.
- A qualified member of staff supervises all the students and volunteers working in our nursery.
- We offer a period of induction to all new staff, students and volunteers.
- A qualified, experienced member of staff acts as a supervisor and mentor to all students and volunteers.

Visitors, non-staff

- Any person, whose suitability has not been checked, including DBS, will not be allowed to have unsupervised contact with the children.

- A member of staff must accompany visitors to the premises at all times and **visitors must sign in and out using the Visitors' Register.**

Recruitment:

- When recruiting suitable staff, we advertise the position (s) e.g. in a local paper/local college/Job Centre/professional journal....
- We draw up a job description, which details the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our nursery and school.
- We ensure that all adverts include details of our equal opportunities policy and our safe recruitment procedures; including checks using the Disclosure and Barring Service, at least two independent references for each new employee.
- We ask applicants to complete an application form, giving details of their qualifications, and experience, in childcare, accompanied by a written letter of application.
- We shortlist all suitable candidates against a person specification and ensure all applicants receive communication regardless of whether they are successful in reaching the interview stage or not
- We hold interviews for applicants who provide a satisfactory written application.
- All short listed candidates will receive a job description, a job specification, an equal opportunities monitoring form and a request for identification, prior to the interview
- We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (**not photocopies**).
- We ask applicants to provide 2 referees who can confirm their recent experience of working with children. These referees will be contacted before any interview takes place.

Offers

- Once we have chosen a successful candidate a verbal offer of employment will be followed up immediately by a written offer, subject to satisfactory references, confirming the terms and conditions of the offer and term of the probationary period. This offer will be subject to **successful Disclosure and Barring Service (DBS)** checks and health checks and validation of qualifications and evidence of 'right to work'.
- The successful candidate will be offered the position subject to at least two appropriate references from previous employment or the case of a newly qualified person, their tutor and a personal or professional reference (e.g. their GP). These references will be taken up BEFORE employment commences. This can be verbally initially and then followed up with a written reference which will form part of their personnel file.
- We carry out checks to ensure the suitability of prospective staff through the appropriate DBS procedures
- All new starters will be subject to DBS checks. This will be initiated before the member of staff commences work in the nursery and they will not have **unsupervised** access to any child or their records before this check comes back clear. The taking of photographs of any child, looking at their learning and development learning records, their learning journey or changing the child will not be undertaken by any new member of staff without an up to date DBS check (whether supervised or not).
- All qualifications will be checked and copies taken for personnel files
- New appointees will be issued with a written contract, setting out their terms and conditions of employment and holiday entitlement.