

SUITABILITY OF STAFF POLICY



SEPTEMBER 2021

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2017</i>	<i>L Jessiman</i>	<i>August 2018</i>
<i>Reviewed August 2019</i>	<i>L Jessiman</i>	<i>September 2022</i>
<i>Reviewed September 2022</i>	<i>L Jessiman</i>	<i>September 2025</i>

EVELINE DAY NURSERIES

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Suitability of staff

At the Eveline Day and Nurseries Ltd we are committed to ensuring that all staff, including students are suitable to work with children. We have systems in place to ensure all staff are suitable to work with or be in regular contact with children. This includes making a decision about suitability as part of the recruitment process and monitoring suitability, as part of regular staff supervision.

The nursery manager is responsible for ensuring that all staff and students have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Where possible staff will have the checks completed prior to starting employment. However, if there are delays in checks coming through, as a last resort staff may work in the nursery before these checks are completed as long as they are supervised by staff who already hold an enhanced check at all times and the check has been applied for.

All nursery staff will be informed of any staff awaiting enhanced DBS clearance.

Staff awaiting these checks will never:

- **Be left unsupervised whilst caring for children**
- **Take children for toilet visits unless supervised by staff holding an enhanced check**
- **Change nappies**
- **Be left alone in the room or outside with children**
- **Administer medication**
- **Administer first aid**
- **Take photographs of any children**
- **Contribute to but not be involved in looking at a child's learning and development log**
- **Have access to children's personal details and records.**

While adhering to above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the nursery day.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and nursery management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the safe recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the



nursery. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

We request confirmation that all necessary checks have been completed by the agency before using any supply or agency staff. We have a short induction prior to them working with the children. It is our policy that all agency and supply staff are fully supervised and not left alone with the children.

Once checks are obtained we record the criminal records check reference number, the date the check was obtained and details of who obtained it. We also collect this information for any agency and supply staff prior to using them.

Following guidance in Section 3.11 (EYFS 2021), we request staff complete annual declaration in relation to their ongoing suitability to work with children. Staff are also expected to disclose any circumstances that may affect their suitability to work with children at any time.