



Staff Suitability Policy

Released January 2019

Rev: 1.03

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

Hdc HR are 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/club before these checks are completed as long as they are supervised at all times by staff who already hold an enhanced check and the check has been applied for.

All nursery/club 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 a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Be involved in looking at a child's learning and development log, but can contribute to it
- Have access to children's personal details and records
- Provide feedback to parents/carers unless accompanied by a qualified staff member who holds a full and relevant dbs

While adhering to the 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 provision.

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

All students will also receive an interview to ensure they are suitable for the nursery/club and an induction process to ensure they fully understand and are able to implement the hdc procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

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1.02	Wendy Edmunds	7 January 2019	Final draft
1.03	Wendy Ellis-Smith	23 June 2021	Updated

Glossary of Terms

COEL	Characteristics of Effective Learning
CPD	Continuous Professional Development
EAL	English as an Additional Language
EYFS	Early Years Foundation Stage
Ofsted	Office for Standards in Education
SEND	Special Educational Needs and Disability
SENDCo	Special Educational Needs and Disability Co-Ordinator
SMART	Specific, Measurable, Achievable, Realistic, Timely

This policy was adopted on	Signed on behalf of the nursery	Date for review
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