

Nursery Suitable Person Policy

Suitable Person

The safety and security of all children within The Nursery is of paramount importance. In view of this, practical steps are taken to ensure that all persons who have access to children are strictly vetted and monitored as appropriate.

The Nursery has a Visitors Book which must be completed by all adults and students attending work placement visiting the building (with the exception of staff on duty and Parents/Carers picking up or dropping off their children).

On occasions, maintenance work may need to be carried out by The Estates Team on site. This will try to be arranged outside The Nursery's opening hours to children, however it is acknowledged that this cannot always be achieved. In all cases, maintenance and repair personnel must sign the Visitors Book, and must be supervised by staff at all times.

The Nursery follows EKC Group Human Resources Department Policies and Procedures with regard to recruitment and selection of staff. All recruitment of Managers, Early Years Practitioners, or temporary staff is over seen by this department to ensure this procedure is followed in all aspects of the process.

Recruitment

For details of this, please refer to the EKC Group Code of Conduct with regard to recruitment which can be found on the EKC Group website.

To ensure children are safeguarded, The Manager and Early Years Practitioners have a job profile that fully identifies the roles and responsibilities of the post they hold including safeguarding.

All prospective staff will have their identification checked, hold the relevant qualifications for the post they are employed for, be asked for two relevant references, and hold/apply for a current Disclosure and Barring Service (DBS) enhanced disclosure which will be updated upon appointment.

All employees must follow the EKC Group induction programme , on the first day of employment, and then an induction meeting with the Manager of the Nursery on their first day of employment. During this meeting, the staff member will be shown around the setting, given a full induction (plus handbook), the Nursery's policies and procedures, information on evacuation procedures, Health and Safety and Safeguarding.

The probation period is 9 months.

Any person without these clearances will not be able to be employed at the Nursery. During the interview, or induction period, no individual will be allowed unsupervised access to any children.

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The enhanced DBS clearance of each member of staff will be updated as required, and if they do not receive clearance, the individual in question may be suspended pending further investigation.

Staff are given the opportunity to disclose any new information in regard to suitable person requirements that may affect their position during regular supervisions, and asked to declare any new information as it becomes available if this happens between supervisions that may affect the validity of their employment under Disqualification - Childcare Act 2006 regulations.

EKC Group and the Nursery ensures that each job applicant is selected on ability to do the job, regardless of their sex, race, sexual orientation, ethnic origin, religion, disability, family status or age. Through regular supervision sessions, the Manager and Early Years Practitioners will be helped to identify training needs and resources needed.

Apprentices, Students and Volunteers

The Nursery will support apprentices, students and volunteers by offering placements in the setting, as long as it is demonstrated that this will not detrimentally affect the quality of childcare provision offered.

Apprentices

Apprentices must adhere to all policies the same way employed staff do and can be used to supplement staff. Students may be used to support child ratios, however this decision will be made by the Manager on a case by case basis.

Apprentices are supported through Supervisions where they will receive information about their performance.

Students

The Nursery offers a variety of placements to students in the childcare fields, and on occasion volunteers, the chance to gain experience in a child care setting. The setting recognises that qualifications and training make an important contribution to the quality of the care and education we provide.

Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the Nursery Manager is satisfied that they are competent and responsible. Such decisions will be made by the Nursery Manager on a case by case basis, although, all students must not work unsupervised with children, and must not be given responsibility for nappy changing (unless supervised due to course requirements), or other Health and Safety matters without appropriate staff supervision.

In regard to any such placement being agreed, the student will be designated a mentor, who will ensure that:

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- All students have an induction on their first day of placement.
- Not all students have an enhanced DBS, students must declare they have no outstanding convictions regarding Disqualification Under The Childcare Act 2006 and sign a disclosure before commencing placement. Students without an EKC Group approved enhanced DBS will be supervised at all times.
- Prior to any accepting any student on placement, they must have an introductory visit to the Nursery. At this visit, they will be introduced to all Early Years Practitioners that they will be working alongside, and Managers.
- Students will then be allocated and introduced to their mentor, who will provide guidance and support throughout their placement. It will be pointed out to the student that they must adhere to the Nursery Policies and Procedures at all times. Failure to do so, will be reported to their place of education, and their placement may be jeopardised.

Volunteers

All volunteers asking to work in the Nursery must first have an interview with the Manager. This is to ascertain if the person is suitable to work within a childcare setting, and also if the person feels that the setting can meet their needs as a volunteer. This information will then be shared with the Nominated Person.

Any volunteer must be asked to undergo the relevant screening checks (DBS), and be asked to provide information about their skills.

It will be pointed out to the volunteer that they must adhere to the Nursery Policies and Procedures at all times, and will also receive an induction.

All voluntary work within the Nursery will be supervised, and will be reviewed on a regular basis. Volunteers must not work unsupervised with children, and must not be given responsibility for nappy changing, or other Health and Safety matters.

Family Members of Staff

Where a member of staff, student, volunteer or apprentice has their child or a member of their family attending the Nursery, this must be declared prior to attending the Nursery. The Nursery Manager must be consulted and where it directly affects the Manager, the Nominated Person must be informed.

The child must be afforded the same due care and attention that all children receive within the setting. Particular attention must be given to the contact hours and interaction that the staff member affords their child and as such should not conflict with the settings Development Plan for their child.

Where concerns are raised this will be dealt with and monitored by the Nursery Manager or Nominated Person.

Managers

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Managers should adhere to the same suitable persons processes as all other EKC Group staff and where this involves safeguarding requirements after appointment a third party (Human Resources) should process any relevant paperwork to completion in partnership with the manager as required

Managers, Deputy Managers, Assistant Managers and Senior Practitioners must be made aware of their role in the Designated Safeguarding Lead process before an offer of employment is made. This is a part of the job description for all positions mentioned above.

Any staff who are part of the recruitment process should ensure they have received Safer Recruitment Training and refreshed this training every 3 years.

Associated Group Policies

- Appointment of Apprentices
- Vetting Checks Policy (Staff)
- Work Experience and Placement Procedure
- Recruitment of Staff Policy
- Nursery Safeguarding Policy

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