



## **Suitable People Policy**

### **EYFS Legal Requirement:**

Providers must ensure that people looking after children are suitable to fulfil the requirements of their role (3.9 pg 17)

**Every Child Matters Outcome:** Making a Positive Contribution

This policy applies to

- The Early Years Register (ER)
- The Childcare Register (CR)

### **Aim of the Policy**

The suitable people policy aims to:

- Ensure that all staff and visitors are aware of the procedures in place to recruit and vet people in the setting who will be caring for or have regular contact with children
- Ensure that all procedures are carried out by the management team and any concerns regarding a member of staff's suitability is discussed with the Area Manager
- Ensure that all staff who are employed or volunteer within the setting are vetted using the settings recruitment and vetting procedures and do not have contact with the children before all checks are completed and are satisfactory.

### **Scope of the Policy**

This policy covers all staff, students and volunteers who have regular contact with the children and details the procedures that the setting manager will follow when recruiting for new staff and students.



### Procedure for staff members, students and visitors

- We employ a wide range of staff with qualifications ranging from unqualified up to EYT (Early Years Teacher) All staff employed within the setting follow the same interview process regardless of age, experience and previous qualifications.
- All staff/students must complete a St Bede's Childcare application form detailing information regarding previous convictions, past experience, qualifications and previous work completed. Candidates at this time will be encouraged to disclose information around previous convictions that they may have themselves or someone of whom they live with. They will be required to do so on a six monthly basis as part of ongoing suitability checks.
- Prior to interview, a written task must be completed by all applicants to check their knowledge and understanding of caring for children. A staff suitability declaration is also completed prior to the start of the interview to check whether the successful candidate requires a waiver from Ofsted before commencing employment. If it is discovered that an applicant requires a waiver, then both Ofsted and LADO will be contacted and information regarding why the staff member needs to complete a waiver will be passed on to the relevant people within 14 days of becoming aware.
- Should a waiver be refused by Ofsted, an exit interview will be conducted by the Area Manager and details will be held on file.
- Interviews will be conducted by two members of staff, one of whom is the setting Manager. (All senior/managerial positions will be conducted by two managers)
- Two references will be required for all staff, one of whom is the applicant's most recent employer. These must be received by the setting manager prior to their employment start date. References will be followed up with a phone call to check they are reputable.
- Once a candidate has been appointed they will receive a standard offer letter detailing their job title, start date and hourly rate.
- All staff, students and volunteers will receive a full induction into the setting on their first day of employment within the setting and will



complete their online DBS with the setting manager. Until this has been received by the employee they will not have unsupervised access with the children. The issue number and date of issue will be kept on file by the setting manager.

- All staff are given a three month probationary period and will meet with the setting manager after this period to discuss whether their employment is to be permanent. If the setting manager feels that a member of staff's performance is not up to a satisfactory level then they will meet with a senior member of staff on a regular basis, if the setting manager feels that there is still no improvement then we will cease the member of staff's employment due to failing their probationary period.
- For all staff members, suitability, character and necessary skills will be taken into consideration on a frequent basis and during regular appraisals
- All setting managers will keep the following information as part of their staff files: personal details, evidence of qualifications, identity checks, and details of DBS, references and staff suitability declaration check list.
- If a member of staff returns to their current role from long term sick leave, they will receive a return to work interview by the setting manager and will be required to again complete a suitability declaration detailing any medication that may affect their ability to care for the children or make effect judgments during their working hours. If it became apparent that the medication was affecting the staff members work ability then this will be referred to the HR Officer for further guidance.
- All staff medication will be stored in the nursery medication cabinet and clearly labelled with their name.
- Any visitor entering the premises must read the Visitors Code of Conduct and take account of this when in the setting. Any concerns are to be reported to the setting Manager.